

**Classification Title: EMS Supervisor**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Supervises paramedic crews or established divisions and develops priorities, service levels and scheduling, ensuring quality delivery of emergency medical services on a 24 hour basis.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	H	Directs the activities of a crew or crews responsible for emergency medical services functions. Supervises and evaluates emergency medical personnel and emergency services.
2	V	Operates emergency vehicles in response to emergencies that could include medical emergencies or vehicle accidents.
3	V	Evaluates and assesses the sick and injured, carries out care based on training, available supplies and equipment and standard patient care protocols. Transports patients.
4	S	Audits all patient care reports and submits reports to administration. Maintains time records on staff.
5	S	Coordinates vehicle and station maintenance. Assists with scheduling, performance reviews and investigates complaints and questions. Coordinates information and response with other public safety agencies.

**CLASSIFICATION REQUIREMENTS:**

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Education	Associate's degree in Emergency Medical Services or related field.
Experience	Five years of experience in the Wake County EMS system.
Equivalent Education & Experience Accepted?	Yes

Certification and Other Requirements	A valid driver's license and a "safe" driving record required. Certification as Emergency Medical Technician-Paramedic required. Completion of the following certifications within first 12 months of employment: CPR, Advanced Cardiac Life Support, Pediatric Advanced Life Support and Basic Trauma Life Support.
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CLASSIFICATION REQUIREMENTS	
Reading	Advanced
Math	Intermediate
Writing	Intermediate
Managerial	Receives Limited Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Vehicles, emergency medical equipment, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	X Other (see 2 below)

- (1) N/A
- (2) Office, field, emergency vehicle.

**PROTECTIVE EQUIPMENT REQUIRED:**

Personal protective equipment: gowns and/or chemical suits, gloves (exam, safety, chemical), face shields/goggles, HEPA masks, full-face respirators, helmets, turnout gear and composite toe boots