



JOB DESCRIPTION

Chester County Job Opening Announcement

Position: Paramedic Shift Supervisor
Department: Emergency Medical Services
Pay: \$62,000 Annually
Reports To: EMS Director
Date Posted: 03/04/2024
Closing: Open until filled.

How to apply:

- 1.) Online – go to [Employment Application Form](#) and choose Paramedic Shift Supervisor to apply.
- Be sure to complete a new application for every job you are interested in.
- 2.) Hard copy submission – Submit resume/application to:
Chester County Government, Attn. Human Resources
Dept., P.O. Drawer 580, Chester, SC 29706

Chester County Government is an Equal Opportunity Employer. (EOE)



JOB DESCRIPTION

JOB TITLE:	Paramedic Shift Supervisor	FLSA:	Exempt
DEPARTMENT:	Emergency Medical Services	DATE:	
REPORTS TO:	EMS Director	PAY GRADE:	

POSITION SUMMARY:

Responsible for providing supervision of assigned staff during a designated shift; performs paramedic duties as required.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Supervises, reviews and evaluates the work of staff on an assigned shift.
- Trains staff in work procedures; recommends discipline as required.
- Assists in developing and implementing goals, objectives, policies, procedures and work standards for assigned activities and programs.
- Supervises work in process; makes field decisions regarding modifications; provides technical advice to staff and solves operational problems.
- Ensures proper inventory of required supplies.
- Provides 911 staff with shift staffing information and roster.
- Performs necessary basic and advanced life support on sick, injured, or convalescent persons at the sites of emergencies or in route to hospitals or medical facilities.
- Patient care may include: hemorrhage control and treatment for shock, intravenous therapy, medication administration, electrocardiogram interpretation, manual external defibrillation or synchronized cardio-version, cardiopulmonary resuscitation, airway maintenance via endo-tracheal intubations or cricothyroidotomy, and fracture stabilization and pain control.
- Records event information including patient condition, patient history, treatments, vital signs, and scene observations.
- Observes established basic and advanced medical protocols.
- Supplies patient information to physicians via radio transmission or direct contact.
- Maintains a daily log of responses; completes reports of work performed; completes forms and maintains accurate maintenance records.
- Provides interfacility transport as required in emergency and non-emergency situations.
- Assists in cleaning and disinfecting vehicles and equipment; performs general housekeeping of facilities and grounds.
- Reviews shift reports with Director.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

PARAMEDIC SHIFT SUPERVISOR

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School Diploma/GED, AND five (5) years of EMS experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Symptoms of medical emergencies and of appropriate responses to such conditions.
- Arithmetic computations and formulas.
- Principles and practices of advanced emergency medical procedures, and patient assessment techniques.
- Operation, preventive maintenance, and minor repair of vehicles and equipment.
- Safety practices, safe work methods and safety regulations pertaining to the work.
- Computer applications related to the work.
- Applicable laws, codes and regulations.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various ethnic and social backgrounds.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Evaluating patient's conditions and rendering proper emergency medical care including administration of emergency medications.
- Operating emergency vehicles, responding quickly and effectively in emergency situations.
- Communicating effectively, orally and in writing.
- Reading and interpreting medical information.
- Estimating necessary materials and equipment to complete assignments.
- Using initiative and independent judgment within established procedural guidelines.
- Preparing records and reports of work performed.
- Working successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- Contributing effectively to the accomplishment of team or work unit goals,



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PARAMEDIC SHIFT SUPERVISOR

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Driver's license.
- Paramedic certification.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical field or shop maintenance setting, including operating hand and power tools; stamina to perform medical treatment and life-saving care, including standing, walking, and climbing; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to exposure to extreme weather conditions, biohazards, hazardous chemicals, gases, dust and noxious odors.

This job description is not deemed to constitute a contract of employment. All employees of the County are in an "At Will" status whose employment may be terminated at any time, with or without notice or cause.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____