

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Public Safety
Division of Emergency Medical Services
Classified, GRADE 13
40 Hour Week

EMS FIELD SUPERVISOR
(EMS Lieutenant)

GENERAL STATEMENT OF DUTIES: Supervises and coordinates the activities of paramedics operating from county-wide stations; formulate and implement on-duty in-service training of field personnel; acts as field liaison with other emergency operational agencies and hospital staffs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The work of this class is supervisory with responsibility for the activities of personnel assigned to shift. Work includes responsibility for the good operating condition of equipment, adequacy of supplies, and training of subordinates. This work is performed under the general supervision of the Assistant Director.

ADA REQUIREMENTS: This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, lifting, fingering, grasping, crawling, pulling, pushing, walking, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deduction; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

EXAMPLE OF WORK: (Illustrative only)

Direct the activities of field paramedics assigned to County EMS stations;
Interpret information from County dispatchers to assist in determining proper response to medical emergencies;
Maintain contact with hospital emergency departments;
Participate in selection and promotion processes for subordinate paramedics;
Coordinate in-house training for paramedics;

Ascertain that all equipment is in good mechanical order;
Insure adequate supplies available;
Responsible for work schedules and ensure proper staffing and equipment for daily response;
Maintain a work schedule of shift personnel;
Initiate disciplinary action of subordinate paramedics and follow progressive steps;
Complete appropriate recertification programs and examinations;
Respond to emergencies as outlined in Department standards for supervisors;
Perform patient care as required and may respond as an independent unit providing primary care;
Prepare annual evaluation of subordinate paramedics for review and approval;
Collect all run reports from the previous shift and perform initial quality assurance review;
Recommend changes in responses and field operations to the EMS Chief.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of and skill in advanced emergency care procedures; knowledge and application of supervisory techniques; ability to safely operate a vehicle on the road in emergency situations at high speed; skill in operating advanced emergency care equipment; ability to understand and follow oral and written instructions; ability to prepare accurate written reports; ability to manage people in stressful situations for the care and safety of the patient; skill in minor maintenance of emergency vehicles; excellent moral character; good mechanical aptitude; demonstrated high degree of dependability; good knowledge of practices governing the operations of an EMS service; ability to plan and supervise the work of others; ability to think clearly and to direct others in emergency situations; ability to keep records and make reports; good judgment; integrity; tact; operational knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Completion of a standard high school course or G.E.D. (College degree preferred) and successful completion of a State-approved advanced paramedical training program with a minimum five years' experience as a paramedic; or any combination of experience, and training which provides the required knowledge and skills.

ADDITIONAL REQUIREMENTS: Possession and retention of State of Delaware Paramedic certification, National Registry of EMT-s Paramedic certification, and current BCLS, ACLS, CPR, BTLs Advanced and/or PHTLS certification. Possession of Emergency Vehicle Operator certification in addition to a valid motor vehicle operator-s license issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. Must pass testing for infectious diseases. Must work a rotating 24-hour, seven days a week shift, as assigned. May be required to pass testing of physical strength and agility to qualify for and retain position. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required. Must pass written test administered by the Kent County Personnel office and must sit for an oral interview. Final selection for position is competitive.

Employee Acknowledgment

Est. 12.10.91

Rev. 07/01/00 Rev. 07/01/05 Rev. 07/01/06

Rev. 07/01/15