

**Title: EMS Field Supervisor**  
**Department: Public Safety**  
**Division/Office: Emergency Medical Services Division**



Grade 2123; Hourly position; Category: Classified; Job Code: EMFS; Rev.:07/01/2021

### **General Description**

The purpose of this position is to provide highly responsible advanced emergency medical treatment of injured/ill patients and to supervise and coordinate a platoon of paramedics operating from county-wide stations, ensuring the good operating condition of equipment, necessary supplies and training of personnel.

This position works independently, under limited supervision, reporting major activities through regular meetings.

### **Duties and Responsibilities**

*The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.*

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Responds to emergency calls, treats and transports patients as needed.
- Provides supplies to all satellite stations.
- Coordinates vehicle maintenance for fleet.
- Formulates and implements on-duty in-service training of field personnel.
- Serves as field liaison with other emergency operation agencies and hospital staffs.
- Interprets information from County dispatchers to assist in determining proper response to medical emergencies.
- Ensures all equipment is in good mechanical order and adequate supplies are available.
- Collects run reports from previous shifts and perform initial quality assurance review.
- Recommends changes in responses and field operations to the EMS leadership.
- Supervises activities of specialty response groups as assigned.
- Diagnoses and repairs paramedic equipment or replace as needed.
- Inventory, orders and collects medications that are expiring and replace.
- Performs related work as required.

### **Minimum Education and Experience Requirements:**

Requires Associates degree supplemented with five (5) years of emergency medical experience as a paramedic or an equivalent combination of education, training and experience.

### **Additional Requirements:**

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

*This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.*

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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.

**Americans with Disabilities Act 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; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; 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.

**Special Certifications and License Requirements:**

- May be required to pass standardized examination to determine basic and supervisory knowledge, skills & abilities.
- Must possess and retain State of Delaware Paramedic certification, National Registry of EMTs Paramedic certification, and current BCLS, ACLS, CPR, BTLS Advanced and/or PHTLS certification, and others as required.
- 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 pass testing for infectious diseases.
- Must possess and maintain a valid state driver's license with an acceptable driving history.

**Notices:**

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

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Employee Acknowledgement