

Greene County is now accepting applications for an Emergency Medical Services Supervisor for our Emergency Services Department. This leadership position involves both supervision and oversight of our EMS team and participation in rendering emergency care. This position requires at least 5 years of EMS management or leadership experience and Paramedic-level EMS certification. Local experience and familiarity with Greene County are strongly preferred. This position will play a key role in the development and operation of our new department.

The full job description and application may be obtained at the Greene County Administration Building, 40 Celt Road, Stanardsville, VA 22973 or downloaded at [www.greenecountyva.gov](http://www.greenecountyva.gov). Interested candidates must attach a cover letter and resume to the completed County application by 10/22/21. Open until filled. EEO, AA, M/F/H/V employer.

# Emergency Medical Services - Supervisor

FLSA Status: *Non-Exempt*

## **General Description of Work**

The EMS Supervisor performs difficult skilled human support and administrative work coordinating day-to-day activities of the Department, scheduling, supervising, and overseeing the work of Intermediate/Paramedics and EMTs, operating an ambulance, responding to calls for emergency medical services, providing emergency medical care, preparing and maintaining appropriate records and files, and related work as apparent or assigned. Work is performed under the general direction of the Director of Emergency Services and under the auspices of the Department Medical Director. The EMS Supervisor is responsible for continuous supervision over all Intermediate/Paramedic and EMT personnel.

## **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## **Essential Functions**

Provides supervision for the day-to-day operational efficiency of the department's activities; coordinates work in station and on emergency calls both on-site and in transport; reviews service calls and provides quality assurance feedback to appropriate authority.

Supervises and responds to emergency calls involving chest pain, possible heart attacks, respiratory distress, trauma, unconsciousness or other conditions that might require advanced life support including treatment techniques such as airway management, cardiac monitoring and defibrillation, electrocardiogram strip interpretation, IV therapy, drug administration, rapid sequence intubation and first-aid administration, etc.

Responds to and assists with Emergency Management calls and critical incidents as directed by the Emergency Management Coordinator.

Reviews all EMS calls to ensure quality control and to evaluate areas for additional training and ensures that regular quality improvement committee meetings are held in conjunction with the Department Medical Director.

Drives vehicles and transports victims to emergency care facilities.

Performs a variety of record keeping and administrative reporting duties. Ensures that service prehospital patient care reports are completed in a timely manner.

Performs preventive maintenance on apparatus and equipment, ensures that apparatus and equipment are in good working order, and assists in cleaning station, grounds, and vehicles.

Coordinates ordering of appropriate equipment and supplies for proper functioning and response of the Department for service requests.

# Emergency Medical Services - Supervisor

Ensures proper handling of all medications, including controlled substances.

Complies with safety policies and procedures implemented by the assigned department; encourages and promotes a culture of safety service.

Attends continuing education for certification; coordinates training events and opportunities for department staff.

Performs the duties of an Emergency Medical Technician Basic, Intermediate, and Paramedic; may perform fire department functions as needed.

Works in conjunction with the Department Medical Director to ensure that appropriate patient assessment, treatment, and disposition, including selection of transport destination is provided to patients by the Department.

Maintains positive working relationships and coordinates with other County fire, rescue, and law enforcement to provide optimal services.

## **Knowledge, Skills and Abilities**

The EMS Supervisor must have thorough knowledge of the principles and techniques of emergency care, including diagnosis, proper medical treatment and procedures, automobile extraction and transportation; ability to effectively supervise others, thorough knowledge of laws and regulations pertaining to emergency medical services; thorough knowledge of the principles of anatomy, physiology and chemistry in relation to the respiratory and circulatory systems; thorough knowledge of emergency medical treatment and advanced life support methods, procedures and equipment; thorough knowledge of the reading of electrocardiograms; thorough knowledge of the street system and geography of the County; ability to perform all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices; ability to understand and follow oral and written instructions; ability to express ideas effectively orally and in writing; ability to keep records and prepare reports; ability to establish and maintain effective working relationships with associates, local and State officials, medical agencies, public safety representatives, volunteers, and the general public.

## **Education and Experience**

The EMS Supervisor is expected to have no less than 5 years of relevant supervisory experience in the oversight and operation of an EMS Service, supported by an Associates or Technical degree with coursework in emergency medical services management, or related field. Considerable experience in emergency medical services including some training experience, or equivalent combination of education and experience is expected.

## **Physical Requirements**

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 150 pounds of force; work frequently speaking or hearing, using hands to finger, handle or feel, lifting and repetitive motions and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for

## Emergency Medical Services - Supervisor

expressing or exchanging ideas by means of the spoken word; 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; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment, frequently requires exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather) and occasionally requires wet, humid conditions (non-weather), exposure to outdoor weather conditions, exposure to the risk of electrical shock and wearing a self-contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

### **Special Requirements**

Possession of Virginia Emergency Medical Technician Paramedic and/or Nationally Registered Paramedic certification upon hire.

Possession of BLS Healthcare Professional or equivalent CPR, Basic Trauma Life Support or Prehospital International Trauma Life Support, Advanced Cardiac Life Support, Pediatric Advanced Life Support, Emergency Vehicle Operators Course (1, 2, 3), Hazardous Materials Awareness, Vehicle Extrication certifications upon hire.

Possession of Federal Emergency Management Agency (FEMA) Incident Command System (ICS) 100, 200, 700, and 800 certifications upon hire

Obtain Federal Emergency Management Agency (FEMA) Incident Command System (ICS) 300 and 400 within two years of hire.

Critical Care or Flight Paramedic certifications desirable.

Must be released by Department Operational Medical Director within six months of hire.

Must be released by Department Operational Medical Director to perform rapid sequence intubation within one year of hire.

Must meet and maintain all local, State, and Federal training and education requirements for position.

Possession of appropriate driver's license valid in the Commonwealth of Virginia with an acceptable driving record.

Mandatory wearing of uniform and use of safety equipment, as appropriate.

## Emergency Medical Services - Supervisor

Designation as Essential Staff.

Must meet current physical condition requirements and maintain physical requirements, as required by standard operating procedures, including at least thirty (30) minutes of physical fitness activity each work day.

Subject to pre-employment criminal background check, including fingerprinting.

Subject to pre-employment physical examination and drug test, repeated in accordance with policy thereafter.