

# Laurens County EMS Job Description

## Assistant Shift Supervisor

**DEFINITION:** Under general supervision, oversees and performs various supervisory tasks associated with the day-to-day operation of an assigned area responsible for providing emergency medical services.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

**TASKS:** Supervises EMS staff of assigned area stations and response units; oversees activities and handles various issues occurring throughout the area; responds to personnel and service-related issues in accordance with established protocols, policies and procedures; handles issues and provides direction and assistance; writes, reviews and recommends changes to existing policies and procedures; reviews, assess and assists the work of staff; responds to alarms as required; participates in the full range of human resources responsibilities including screening, interviewing, hiring, overseeing training, establishing work schedules and assignments, conducting performance appraisals and other related duties. Inspects and checks station crew and equipment at the assigned station; determines compliance with established policies and procedures; identifies and corrects deficiencies; receives, reviews and approves staff reports, records and related paperwork; oversees and monitors equipment, supplies, maintenance of equipment and facilities; provides education and information regarding system operations; provides input and recommends staffing and equipment needs for budget purposes; works a rotating schedule with rotating shifts. Performs other related duties as assigned.

### **KNOWLEDGE. SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of applicable State of South Carolina statutes, rules, administrative orders, policies and procedures.

Knowledge of Laurens County policies and procedures.

Knowledge of techniques, requirements and activities associated with emergency medical response.

Knowledge of the principles of management and supervision.

Knowledge of record keeping, records and case management.

Skill in working under stressful situations, in receiving and assessing information, then making appropriate decisions for response.

Skill in establishing and maintaining good working relations with staff, other departments, law enforcement, and the general public.

Skill in applying the principles of management and supervision, records and case management.

Skill in effectively managing staff, equipment, facilities and operations associated with multiple site locations.

Skill in operating a personal computer utilizing a variety of software applications.

Skill effectively communicating in both oral and written form.

**PHYSICAL REQUIREMENTS:** Work requires good physical fitness with the ability to function effectively in heavy, cumbersome protective gear, be able to lift and carry heavy, bulky items, equipment, materials, supplies and people weighing up to 200 in unpredictable weather conditions over varying terrain. There is also the risk of bodily harm and potential exposure to infectious diseases, toxic fumes and chemicals.

**MINIMUM QUALIFICATIONS:** Associates Degree or equivalent with a minimum of four years experience as a Paramedic within a high volume ALS system that includes one year of supervisory or lead responsibilities. Applicants must have a valid South Carolina driver's license, SC Paramedic certification or qualify for reciprocity, BLS, ACLS, PALS provider certifications and be able to communicate effectively in both oral and written form. The selected individual must have or be able to obtain PHTLS provider and CEVO II certification within 6 months of employment.