



JOB DESCRIPTION

Shift Supervisor

Policy Number:	
Original:	05/13/2020
Last Revised:	
BOD Approval:	05/21/2020
Effective:	05/21/2020

Position Title: Shift Supervisor
Rank: Lieutenant
Supervised by: Deputy Chief
Direct Reports: None
Status: Non-exempt employee
Work Schedule: Various days, various shifts

General Purpose

The purpose of this position is to:

- Supervise the activities of each shift in order to ensure they run smoothly and efficiently;
- Assist the Chiefs with assigned duties;
- Administer and implement Perinton Ambulance policies and operational guidelines as set forth by the Chiefs and Board of Directors;
- Interact with the community and local agencies;
- Support the decisions of the Chiefs and Board of Directors in a positive manner.

Essential Duties and Responsibilities

- Daily supervision of staff on shift;
- Complete annual evaluations for staff as assigned;
- Responds to calls in the regular rotation of crews;
- Daily coordination of on-duty crews;
- Assure ambulance rotation is followed as posted;
- Makes crew adjustments if there is a sick call or open crew position and set running order;
- Notify 911 (EMS Dispatcher) of staffing at beginning of the shift and update 911 of any staffing level changes via electronic status board;
- Assure all chores are assigned and completed per the established chore sheet for the shift;
- Takes calls from personnel calling off their shift. Utilizes available resources to fill the open shift and notifies scheduling to assist them as needed;
- Inspect vehicles to assure they are clean and stocked at the beginning and conclusion of the shift;
- Follows up on incident reports and complaints as needed;
- Communicates with Operations Officers and reports any issues to the Deputy Chief;
- Coordinates and manages all types of emergency scene operations using established Incident Command System procedures;
- Participates in the operation of Perinton Ambulance in-service training activities in cooperation with Training Department;
- Accurately prepares a variety of reports and records including, but not limited to, supply requisitions, incident reports, shift reports, etc;
- Makes annual budget recommendations to the Chief;
- Shall submit a monthly status report to the Deputy Chief regarding assigned tasks and any operational issues;
- Other duties as assigned.



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Minimum Qualifications

Education & Experience

- Associates degree in healthcare, business, management or related area required;
- Previous supervisory experience preferred;
- Valid NYS EMT or Paramedic certification;
- Must be 21 years or older at time of appointment;
- Valid insurable NYS driver's license or equivalent;
- Must be able to read, write, and speak the English language;
- Must be an independently practicing EMT or Paramedic for a minimum of four years at a transporting EMS agency;
- Must have NIMS 100, 200, and 700 at time of appointment;
- Must attain NIMS 300 within 18 months of appointment;
- Must attain Supervising Paramedic Officer credential within 24 months of appointment.

Necessary Knowledge, Skills and Abilities

- Familiar with NYS Article 30, Part 800 and DOH Policy Statements;
- Thorough knowledge of NYS DOH and MLREMS REMAC Protocols;
- Thorough knowledge of emergency scene operations;
- Must be able to achieve cleared EMT or Paramedic status within 60 days of appointment;
- Strong oral and written communication skills;
- Computer Skills: Knowledge of Microsoft Word, Excel, Power Point and emsCharts software preferred.

Physical Demands

- Must be able to meet or exceed the requirements outlined in the job description of an EMT/AEMT as per NYS DOH Policy Statement 00-10.
- Unimpaired Mobility: Must be able to quickly respond to ambulance, must be able to access patients in difficult terrain, must be able to climb stairs, must be able to work in close and dangerous environments such as damaged vehicles, must be able with partner to carry equipment and patients weighing up to 250 pounds and independently lift and carry equipment weighing up to 125 pounds.
- Physical Abilities: Must be able to perform strenuous physical requirements such as CPR, lifting and moving of equipment and patients in a variety of environmental conditions.
- Fine Motor Skills: Must be able to perform required medical skills and techniques within their scope of practice, such as bandaging, splinting, CPR. Vision: Must have correctable vision acceptable for day and night operation of emergency vehicles, must have color acuity adequate for the determination of skin and blood color. Must be able to read medication dosages on drug labels and syringes.
- Hearing: Must be able to hear and understand information provided by patients, family or bystanders; must be able to hear breath sounds and accurately determine auscultated blood pressures; must be able to differentiate separate conversations in active, distracting environments; must be able to hear and understand radio traffic when responding with lights and sirens.

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- **Speech:** Must be able to speak and enunciate clearly and at a level audible to others in loud conditions, must be able to speak clearly in stressful situations, must be able to verbally communicate with patients, families and other emergency personnel.

Disclaimer

The Board of Directors, with the recommendation of the Chief, reserves the right to waive any of the minimum qualifications set forth above, and consider any other qualifications or combinations that, in the Chief's opinion, will serve as an adequate substitute for those minimum qualifications.