

MONTCALM COUNTY

EMERGENCY MEDICAL SERVICES SUPERVISOR

Full-Time, 40 hours per week

\$22.22 - \$26.09 per Hour

General Summary

Under the direction of the Emergency Services Director & Deputy Director, supervises personnel providing emergency medical services in Montcalm County. Plans, directs and participates in the response to requests for emergency and non-emergency medical responses and transports. Supervises maintenance and upkeep of departmental grounds, equipment and fleet. Maintains records of equipment acquisition, maintenance, and replacement. Supervises and interacts regularly with ALS Division and Rescue Division personnel, including performance evaluations, education, counseling and makes recommendations for disciplinary action.

Essential Functions

1. As supervisor shall participate in employment interviews, plan and implements employee scheduling, approves leave time and ensures proper coverage, approves time sheets, reviews employee performance and counsels staff on problems or necessary improvements.
2. Plans and directs the response to calls for emergency medical services and oversees Emergency Services personnel engaged in rendering assistance and transporting to medical facilities.
3. Supervises and participates in the operation and maintenance of emergency medical equipment to ensure equipment is maintained and, if necessary replaced. Keeps record of maintenance and replacement of emergency medical equipment.
4. Supervises station operations involving the maintenance and housekeeping of the facility and grounds.
5. Ensures that personnel are properly groomed, equipped and have appropriate uniforms and accessories.
6. Oversees and participates in the inspection and maintenance of all medical response vehicles to ensure proper operating condition. Ensures that vehicles are properly equipped and stocked.
7. Regularly meets with other management and office staff to review past and plan future activities and initiatives.

MONTCALM COUNTY

8. Oversees the maintenance of records and preparation of reports related to EMS activities and prepares summary reports of equipment and vehicle maintenance and replacement recommendations.
9. Attends seminars, workshops, continuing education courses and in-house training sessions to maintain licensure and remain current on the latest methods, techniques and procedures regarding emergency medical services.
10. Performs various public relations activities to assist in maintaining a positive image in the community. Makes presentations to various community groups and conducts classes related to emergency medical services.
11. Regularly performs all of the duties of a Paramedic.
12. Schedules personnel to maintain adequate coverage on all Advanced Life Support ambulances.
13. Performs Quality Improvement functions for the department including employee counseling on patient care activities and run report documentation.
14. Conducts skill testing to verify competency of Emergency Services personnel.

Other Functions

15. May serve as the EMS provider liaison on Medical Control Authority.
16. May serve as a member of the Professional Standards Review Organization.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Technical training equivalent to college level coursework in Emergency Services.

Experience: Three years of progressively more responsible experience providing medical care as a Paramedic.

Other Requirements: Possession of a valid Michigan Paramedic & Vehicle Operator's License is required for initial and continued employment.

MONTCALM COUNTY

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to pass physical agility and strength test administered by the department.
- Ability to carry injured person on cot, backboard and stretcher as part of a two-person team.
- Ability to carry persons on cot, stretcher, backboard or stair chairs up and down stairs, over rough terrain as part of a two-person team.
- Ability to lift injured person from floor, from cot to ambulance, from cot to bed and in other lifting situations as part of a two-person team.
- Ability to lift and carry various emergency medical equipment weighing up to 70 lbs.
- Ability to perform rescue operations in rough terrain and in hard to reach locations.
- Ability to drive rescue vehicle in all types of weather conditions and at all times of day and night.
- Ability to work in cramped body positions.
- May work in the same position for extended periods of time during extrications.
- Squatting, stooping, kneeling and reaching to perform rescue operations.

Working Conditions:

- Works in various settings including an office setting and on an ambulance.
- Hours will vary and can be a combination of days, nights, weekdays and weekends.
- Exposure to contagious diseases.
- Exposure to extreme changes in temperature.
- Required to work in all types of weather conditions.
- Exposure to persons in various emotional states, as well as under the influence of alcohol and/or drugs.

Applications are available (online at www.montcalm.org and outside the Controller's Office) and due in the Office of the County Controller at 211 W. Main Street, PO Box 368 Stanton, MI 48888. Applications will be accepted until Friday, April 27, 2018, at 4:00 p.m. EOE