

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2017-023**

**BE IT RESOLVED**, upon recommendation of Judge/Executive Harry L. Berry, with concurrence of the Resources and Community Support Committee, to approve revisions to the following job description within the EMS Department:

1. Paramedic – Shift Supervisor

**ADOPTED**, by Hardin County Fiscal Court in its regular meeting on 28 February 2017.

  
\_\_\_\_\_  
Harry L. Berry  
Hardin County Judge/Executive

ATTEST:

  
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Debbie Donnelly  
Hardin County Clerk

**Hardin County Fiscal Court  
Job Description**

**Paramedic - Shift Supervisor**

*February 28, 2017*

**EMS**

**Pay Grade 10 (56 Hour)**

**Job Summary**

Under limited supervision will supervise the daily operations of the EMS Department and provide emergency care to the ill and injured; also will serve as a backup to the regular duty shifts or assist the regular duty shifts when they are overextended. The nature of the work requires extensive decision-making abilities under pressure and requires a calm professional demeanor.

**Major Essential Duties**

- Assumes the authority and responsibility of the department in the absence of the EMS Director
- Ensures adequate staffing of EMS units on a daily basis
- Secures coverage in work schedule of staff on short notice due to employee absences and system demands
- Ensures on-duty staff are prepared and fit for duty
- Ensures all ambulances, response vehicles, and specialized facilities are properly maintained, stocked, and fully functional
- Investigates complaints as assigned by department policy
- Responds to emergency incidents within Hardin County and serves as the Medical Incident Commander on a daily basis
- Assists EMS personnel at emergency incidents on a daily basis
- Assists in the coordination of EMS activities with other public safety and public health agencies when involved in community wide emergency incidents
- Ensures personnel assigned to his/her shift are adequately trained and capable of fulfilling their job duties in a safe manner and effective manner
- Full-fills the duties of a Paramedic as needed
- Ensures copies of required licenses, certifications, and other credentials of personnel assigned to his/her shift are current and on file
- Assists in the employment selection process for department staff
- Assists with the development of the annual department budget preparation
- Participates in the employee disciplinary process

**Minor Essential Duties**

- Develops and conducts educational and training programs for department personnel and area public safety agencies.
- Coordinates and assists in the development of public education projects.

- Represents the department on various local, regional and state committees
- Assists in data collection activities.
- Assists in the development of departmental long term planning.
- Performs other duties as may be required.

### **Supervisory Responsibility**

Supervises Emergency Medical Technicians, Paramedics and Assistance Shift Supervisors within the EMS department which may include the following:

- Assist with the training, development and work assignments
- Evaluate job performance
- Provide complaint and problem resolution
- Enforce policies and procedures

### **Relationships**

The Paramedic – Shift Supervisor performs duties with the EMS department, under the direct supervision of the EMS Director.

### **Qualifications**

#### ***Education and/or Experience***

Graduate of an accredited high school or equivalent.

Graduate of a nationally or state approved Paramedic Education Institution

Four years of experience as a Paramedic

Supervisory Experience Preferred

#### ***Language Skills***

- Ability to read, analyze and interpret policies, procedures, professional publications, and governmental regulations, financial reports, and legal documents.
- Ability to respond to sensitive inquiries and complaints from regulatory agencies, business community members, and suppliers of goods and services.
- Ability to write reports, business correspondence, and policy and procedure documents.
- Ability to make presentations on complex topics to employees, business committee members, elected officials or other members of government.
- Ability to display strong oral, written and listening skills.
- Ability to handle sensitive issues.

#### ***Mathematical Skills***

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute ratio and percent, and to draw and interpret graphs.

### ***Reasoning Ability***

- Solves practical problems while dealing with several abstract and concrete variables.
- Interprets an extensive variety of complex technical and instructional material.
- Makes reasonable and logical conclusions from information which may be conflicting or disjointed.
- Makes decisions in the best interests of the patient.
- Makes decisions which serve the County's best interest and impact the areas over which authority is exerted.

### ***Certificates, Licenses, Registrations***

- Must possess and maintain licensure as a Paramedic by the Kentucky Board of EMS
- Must possess and maintain a valid Kentucky Driver's License
- Must obtain and maintain credentials as an AHA CPR, ACLS, and PALS Instructor within one (1) year following promotion
- Must obtain and maintain other certifications and credentials as required by the EMS Department
- Must maintain training and certifications as required by KY OSHA
- Must maintain training and certifications as required by the Federal Emergency Management Agency (FEMA)
- Must obtain and maintain certification in Hazardous Materials (Operational Level) within one (1) year following promotion.

### ***Other Knowledge and/or Skills***

- Display mature judgment, courtesy, and tact in dealing with the public, elected officials and government employees
- Possess the following necessary knowledge, skills, and abilities to:
  - Operate basic and advanced life and support and rescue equipment
  - Operate complex communications equipment
  - Operate computers

### **Physical Demands**

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must maintain physical ability to perform the job as required or determined by a periodic physical exam. This policy will not infringe on rights provided by the American disabilities Act (ADA).

While performing job duties, the employee could reasonably be expected to:

**Regularly (over 2/3 of regular work day)**

Sit  
Talk or hear  
Use hands to type, handle paper, etc.  
Reach with hands and arms  
Lift and carry a minimum of 50 pounds  
Squat and bend

**Occasionally (under 1/3 of regular work day)**

Stand or walk  
See hazardous list on page 3  
Lift and carry a minimum of 125 pounds  
Walk over rugged, uneven terrain

Vision requirements include close, distance, color, and peripheral vision, depth perception and the ability to adjust focus. This allows the individual the ability to differentiate skin colors and tones and the color of liquids and smoke.

**Work Environment**

Considerable health and physical strength requirements are necessary. Though safety and risk management measures are implemented wherever possible, there remain numerous unavoidable aspects of this position, which may place the individual at risk of personal harm or illness resulting from performance of his/her duties. Situations which may result in such personal harm or illness included but are not limited to:

- Driving an emergency vehicle using lights and sirens
- Exposure to hostile or combative patients and other individuals
- Response to violent crime scenes
- Response to accidents involving hazardous chemical spills
- Exposure to communicable diseases
- Danger from moving traffic at highway/roadway accidents
- Response to environments including those involving chemical, radiological, biological or explosive hazards
- Exposure to dirty needle sticks and medical waste
- Performance of certain high-risk procedures in the delivery of advanced life support
- Noise level is moderate to high
- Temperature level will vary from extreme cold to extreme heat
- Moisture level will vary from extreme dry to rain, snow, and ice conditions and may require immersion in water

**Comments**

- Must display the following:
  - Positive communication
  - Objectivity
  - Willingness to solve problems
  - Commitment to serve the county's best interests

- Must adhere to the applicable provisions of the Department Rules, Regulations, Protocols and Standard Operating Guidelines, the personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, the Kentucky Administrative Regulations, and any other procedures, rules, regulations, and policies set forth by appropriate authorities.
- Must maintain confidentiality
- Must have personal integrity and remain free of felony convictions.
- Must be neat in appearance
- Must be 21 years or older

Date Approved:

*February 28, 2017*



Harry L. Berry  
Hardin County Judge/Executive