

South Howell County Ambulance District Extra Duty Description	
Operational Area: Clinical Operations	Job Title: Field Supervisor
Reports to: Operations Supervisor	Reports From: N/A
FLSA Status: Non-Exempt	
Revision Prepared By: Charles Rader-COO	Reviewed By: Administration Approved by BOD 03/21/2023
Original Date: June 16, 2016	Revised: March 17, 2023

SUMMARY OF THE FUNCTION OF THIS POSITION:

- This position functions as the Field Supervisor, Safety Officer and Preceptor. When the Operations Supervisor is on an extended assignment, out sick, or on vacation, the Field Supervisor will assume the Operations Supervisor roll until they return.
- They will collaborate with the team to ensure all duty area responsibilities are completed.
- This position, for reasons related to documentation review, will be for a paramedic.

Qualifications and/or Work Experience Required for Field Supervisor position:

1. High school diploma or general education degree (GED), successful completion of nationally accredited EMT-P course.
2. Meets all Paramedic skill set criteria.
3. One-year experience as a paramedic.
4. Previous experience preferred in management or in a position/process that required your input to affect and outcome or decision.
5. Current MO Paramedic license, National Registry a plus but not required.
6. Valid MO Class F or higher driver’s license.
7. Computer skills related to Power Point, Excel, and Word for analyzing data and preparing reports.
8. Excellent communication skills as this position will often be an intermediary between field staff and Operations supervisor and/or upper management

Primary Job Responsibilities and Competencies:

1. Ensures all ambulances are properly checked off, assigned their crew and are ready for duty.
 - a. Ensures crews have properly checked out the shift’s responsible equipment, room assignments, etc.
2. As safety officer:
 - a. Ensuring safety issues are properly resolved and reported to Operations supervisor.
 - b. Collaborates with Operations Supervisors to ensure all shift duties are completed and station/equipment remains professional throughout shift.
 - c. Communicate with other Operations and field supervisors on issues that are in-process.
 - d. Have quarterly meetings with other Operations and field supervisors:
 - i. Review effectiveness of current strategies and discuss improvements in addressing issues related to training, flow of documentation, flow of processes, communication, etc.
3. As Preceptor:
 - a. Complete preceptor course through Platinum Planer.
 - b. Instruct and mentor all EMT and Paramedic students; all new hires; job shadowing students; and current employees as needed.
 - c. Report to Operations supervisor and Clinical Ops manager any issues that need to be addressed.

4. Be aware of the status boards constant update to reflect any changes in their shift in which others (those called in to work) would need to be aware of.
 - a. Keeps status board up to date and time to reflect any changes.
5. Works with the Operations supervisor in reviewing clinical documentation review and other QA related issues.
6. Functions as Operations supervisor when they are out on LDT, sick call or vacation.
7. Models professional behaviors and supports the District's vision, mission and culture set forth by the South Howell County Board of Directors.
8. Meet requirements of Clinical Paramedic Job Description.
9. Ensure all personnel lives up to South Howell County Ambulances Guiding Statements and follows all District Policies and Procedures.

Note: The above is not the exhaustive list of responsibilities and competencies. Other duties may be assigned which may or may not be related to the primary responsibilities yet would be reasonable with the individual's skill set and behavior and which also are supporting the department or our overall mission. Other responsibilities & competencies may/will be added insofar as such are not retaliatory, designed to be discriminatory or creates a hostile work environment.

Measurable Performance Grouping – related to any performance-based remuneration and/or pay increase which would be based on objective documentation of compliance with their job description, departmental operational guidelines, departmental/administrative directives and the District's policy and procedure manual. Any Board approved performance-based remuneration/pay raise would be part of an overall District wide program to improve all district operations.

- *Below expectation performance:* the employee fails to meet a minimum level of measurable performance by displaying behavior/s less than conducive to a positive workplace; i.e. argumentative, overly and unjustifiably critical of others/system, has received warnings/write-ups etc. This employee will receive minimum, if any, performance type remuneration and/or pay raise.
- *Meets Expectations:* the employee meets the minimum level of measurable performance and is valuable as they are the type who show up for work, perform their duties and seldom cause any workplace issues. This employee would receive middle-of-the road performance remuneration and/or pay increase.
- *Superior Performance:* the employee exceeds in their work by complying with policies while actively taking on extra duties, which mentor and interact with their team in a positive uplifting way, who share with management methods to improve the workplace and/or system, who attend meetings etc. This employee may receive up to the maximum allowed remuneration and/or pay raise.

- A. *South Howell County Ambulance District reserves the right to modify this extra duty description insofar as such modification does not violate Federal or State law/regulations and/or creates a hostile work environment.*
- B. *This extra duty description can be changed to reasonably accommodate a qualified disabled individual insofar as such accommodations are not cost prohibitive and allow the individual to meet the required accountabilities, competencies and satisfy the physical requirement*
- C. *This extra duty description in no way implies or is to be construed/interpreted to be an employment contract as the employee relationship is "at-will". Meaning, the employee or District can sever ties with or without advanced notification or reason*

SHIFTS, HOURS WEEKLY, AND ESTIMATED OVERTIME:

Complies with current staffing model. Generally, two 24 hour shifts per week, however as this is a leadership position overtime will be expected as is being called in during periods of low skill set coverage, MCI, travel for training and education is to be anticipated as is the possibility of overnight travel.

Physical Movement Necessary to Meet Essential Functions of EMS Skills:

Emergency Medical Services is a physically and emotionally demanding career. It requires a unique combination of behavioral, cognitive, physical, vision and fine motor skills so as to perform duties effectively.

Note: the areas listed below reflect what is required for this career. The percentages of movements are not to be considered as absolute as call volume and scenes can change dramatically

INTERMITTENT is an "on-again/off-again" basis.

RARELY = <1 % of the time

FREQUENTLY = 34 - 66% of the time

OCCASIONALLY = 1 - 33% of the time

CONSTANTLY = 67-100% of the time

Percentage of workday and/or intermittence is noted if appropriate. **N/A denotes "not applicable."** Surface, body part involved, object used, weight, distance, and average/maximum times are noted below.

STANDING: Frequently, dynamic, and static standing, performing emergency rescue/medical procedures

WALKING: Frequently, walking around station for duties, to and from patient care situations, training

HIKING: Rarely, would be situations for remote patient access or during natural disasters

SITTING/LAYING: Occasionally, while riding in emergency vehicles, performing paperwork, down time between assignments when at station, rarely when at location of natural disaster

DRIVING: Occasionally to frequently, driving aid unit or truck

BALANCE: Occasionally, when accessing patients

WORK AT HEIGHTS: Rarely, however has possibility rooftop or other unprotected heights.

CLIMB STAIRS OR LADDERS: climbing as frequently, using outdoor and indoor stairways for patient access, ladders would be used rarely.

WALK ON ROUGH or UNEVEN SURFACES: Frequently, at emergency scenes.

TWIST OR TURN: Frequently, getting into awkward positions to reach and move patients.

BEND/STOOP: Frequently, accessing patients and performing medical treatment at a scene and in the ambulance, performing station duties, putting away supplies.

CROUCH/SQUAT: Frequently, accessing patients and performing medical treatment at a scene and in the ambulance, performing station duties, putting away supplies.

CRAWL/KNEEL: Occasionally, accessing patients.

PUSH/PULL: Frequently in moving patients to and from cot, moving cleaning supplies, receiving and stocking medical supplies.

CARRY: Frequently in moving patients to and from cot, moving cleaning supplies, receiving, and stocking medical supplies

USING HANDS, FINGERS, MAJOR JOINTS, REACHING, MOVEMENTS ETC:

SHOULDER TO OVERHEAD: Frequently, accessing supplies at station and in the ambulance uses hands/fingers for IV access and other skills requiring fine touch and dexterity.

WAIST TO SHOULDER: Occasionally to frequently, accessing and moving patients at accident scenes (multiple times per response), performing emergency medical procedures.

KNEE TO WAIST: Occasionally to frequently, accessing and moving patients at accident scenes (multiple times per response), performing emergency medical procedures, performing combat duties.

FLOOR TO KNEE: Frequently for reaching down for patient/equipment at ground/floor level.

EXTENSION/FLEXION: Frequently, opening/closing ambulance or station doors and moving patients or equipment/supplies.

HANDLING/GRASPING: Frequently, handling cot, hospital beds, patients, and associated equipment.

POWER GRASPING: Frequently, handling cot, hospital beds, patients, LifePak, ventilation kit, drug kit etc.

FINGER/FEEL: Frequently, starting IV's, applying tourniquets and bandages, using syringes, writing reports, typing on a computer, using a telephone.

OPERATE FOOT CONTROL: Frequently, when driving and ambulance or District managed vehicle.

SPEAK/HEAR REQUIREMENTS: Essential for assessing and treating patients.

SMELL: Essential, must be able to distinguish between noxious/toxic fumes.

VISION REQUIREMENTS: Near and far acuity, peripheral vision and depth perception is essential to perform the duties of this position.

LIFTING and/or CARRYING: Essential safety issues and must be able to lift and/or carry weights consisting of; equipment, patient, supplies, and station related gear in all types of weather and varying terrain.

1 -10 lbs.	Frequently
11 - 20 lbs.	Frequently
21 - 30 lbs.	Frequently
31 - 50 lbs.	Occasionally to Frequently
51 - 75 lbs.	Occasionally to Frequently
76 - > 100 lbs.	Occasionally to Frequently

ENVIRONMENTAL CONDITIONS:

FUMES, CHEMICALS, DUST, ODORS: Smoke from fire standby; odors from cleaning solvents, fuels, vehicle exhausts including diesel exhausts, and toxic materials.

EXPOSURE TO EXTREME CHANGES IN TEMPERATURE: Extreme heat from fire standby and high environmental temperatures with humidity in excess of 80%, cold weather to below zero with well below zero wind chills, rain, snow, sleet, and rarely conditions of extreme and violent storms; duties performed under all kinds of weather conditions

VIBRATION: Riding in emergency vehicles; inside vehicle during rescue extrication

NOISE: High-pitched sirens and alarms, traffic noises, race car during standby, voices

LIGHT: Duties performed under natural and artificial light conditions

HAZARDS: rarely - exposure to fire, smoke inhalation, electrical shock, risk of falling from heights, violent patients, occasionally - slipping on wet/slippery surfaces, risk of being hit by falling objects, exposure to airborne and blood borne pathogens, weather extremes

INDOOR OR OUTDOOR WORK: roughly 60% indoors and 40% outdoors

Staff who perform field clinical operations duties must be physically and mentally capable of performing and functioning at the full range of physical/emotional demands of the position. Individuals returning to duty due to an injury or long-term illness will not be cleared to perform duties until medically cleared to perform and successfully complete a Functional Range of Motion test. Light duty may be offered if available as an option however work hours will be dependent on availability of light duty in another department which does not carry the physical demands similar to clinical operations.

- A. *South Howell County Ambulance District reserves the right to modify this job description insofar as such modification does not violate Federal or State law/regulations, is retaliatory in nature and/or creates a hostile work environment for a protected class.*
- B. *This job description may be altered to reasonably accommodate a qualified disabled individual insofar as such accommodations are not cost prohibitive and the individual can meet the required accountabilities, competencies and physical requirements of the position*
- C. *This job description in no way implies or is to be construed/interpreted to be an employment contract as the employee relationship is "at-will". Meaning, the employee or District can sever ties with or without advanced notification or reason*

Clinical Field Supervisor Job Description Acknowledgement

Review and signature section:

Employees are given several opportunities to review and understand the skill set job description.

- 1. Via our website and referenced on the application
- 2. When onboarding with human resources
- 3. Final review with signatures below

Reviewed and explained South Howell’s job description and its relationship with guiding documents and workplace culture. Any clarifying questions were addressed to the employee and my satisfaction.

Print, then sign name and date below:

Printed Employee Name: _____

Employee Signature: _____ Date: _____

Printed Department Head: _____

Signature Department Head: _____ Date: _____

Printed HR: _____

Signature HR: _____ Date: _____