

# Operations Sergeant of EMS

FLSA Status: *Non-Exempt*

## General Definition of Work

Performs difficult skilled technical work assisting with directing emergency medical services, providing emergency medical services, preparing and maintaining records and files, preparing reports, proctoring and precepting EMS students/new staff, and related work as apparent or assigned. Work is performed under the limited supervision of the Captain of EMS. Departmental supervision is exercised over all department personnel in the absence of the Chief and Captain(s) of EMS.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Serves as shift supervisor, inspects vehicles, equipment, and personnel; assigns work; approves time sheets; monitors radio traffic to ensure effective response.

Prepares detailed reports (CDR) pertaining to shift activities and assignments; prepares incident/complaint reports.

Ensures each shift's field units are operational, staffed and properly supplied.

Observes staff/shift performance and compliance with department policies, procedures and medical protocol compliance and appropriately addresses non-compliance to include verbal and/or written consultation with non-compliant subordinate staff.

Prepares detailed performance evaluations for subordinate staff.

Serves as Field Training Officer for newly hired staff.

Serves as/or assigns Preceptor for all EMS students on shift.

Maintains a professional Role Model style demeanor with subordinate staff; utilizing positive reinforcement techniques to foster effective improvement.

Directs and coordinates agency shift response to life and limb threatening emergencies; hospital to hospital transport services; analyzes shift response and methods to increase efficiency and effectiveness in the delivery of services.

Responds to emergency medical calls for service; observes patient responses and maintains accurate and complete records; completes state reports on basic and advanced life support calls.

Assists in the development and revision of operational policies, procedures, medical protocols, educational programs; and overall shift administration of emergency medical and communications services.

Assists with the review and update of a variety of administrative operating procedures.

## Knowledge, Skills and Abilities

Thorough knowledge of emergency medical services practices and procedures; thorough knowledge of the principles of anatomy and physiology; thorough knowledge of the principles and techniques of emergency care, including diagnosis, proper treatment and transportation; thorough knowledge of equipment and supplies employed in the emergency care of patients and victims of accidents; skill in diagnosing a victim's condition and applying emergency medical care; ability to oversee the work of crew members providing basic and advanced life support services; ability to precept/proctor the work of EMS students or new staff in field training providing basic and advanced life support services; ability to understand and follow oral and written instructions; ability to keep records and prepare reports; ability to establish and maintain effective working relationships with physicians, associates, patients and their families, other emergency service agencies and the general public.

## Education and Experience

Nationally Registered Paramedic with an Associates/Technical degree with coursework in emergency medical services, or related field and extensive experience providing advanced emergency medical services including some supervisory experience, or equivalent combination of education and experience.

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## **Physical Requirements**

This work requires the frequent exertion of up to 100 pounds of force; work regularly requires using hands to finger, handle or feel and reaching with hands and arms, frequently requires sitting, speaking or hearing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires standing, walking, climbing or balancing, tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

## **Special Requirements**

Possession of Nationally Registered Paramedic and valid Commonwealth of Virginia EMT-Paramedic licensure/certifications. Possession of current EVOC, ACLS, PALS, NRP, and PHTLS/ITLS certifications. Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

## **Additional Requirements**

Must serve an initial probationary period; of not less than 12 months.

## **Acknowledgment of Responsibilities**

**Employee Signature of Understanding:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Chief of EMS:** \_\_\_\_\_