

## PARAMEDIC SUPERVISOR, 2301

Summary of Duties : Supervises the Emergency Medical Service (EMS) activities and personnel within an EMS District; responds to emergencies to supervise and coordinate multiple casualty treatment and/or transportation; investigates personnel and service complaints; maintains liaison with hospitals and other EMS organizations; develops procedures and trains and evaluates employees in EMS activities; or assists the Chief Paramedic in administering the Fire Department Emergency Medical Service Program.

Distinguishing Features : Employees of this class are responsible for supervising the provision of emergency medical services to the public. All employees must complete Emergency Medical Technician I training, Paramedic training and must have a valid Mobile Intensive Care Paramedic certificate issued by the Department of Health Services, County of Los Angeles. Employees of this class must maintain this certification after appointment.

A Paramedic Supervisor is distinguished from a Paramedic in that the former has full supervisory responsibility over a group of Paramedics, including training, evaluation and discipline of subordinate employees. As assigned, a Paramedic Supervisor is responsible for the management, administration and supervision of a geographical EMS District under the overall supervision of the Chief Paramedic. A Paramedic Supervisor investigates service and personnel complaints, and makes inspections of personnel and EMS apparatus. A Paramedic Supervisor may also be responsible for investigating, developing, and supervising field tests of EMS equipment and procedures, and makes recommendations relative to their adoption.

Examples of Duties : As an EMS District Supervisor, directs a group of Paramedics, and other personnel performing EMS activities; responds to emergencies to supervise and coordinate multiple casualty treatment and/or transportation; monitors EMS personnel to insure they are using prescribed medical procedures and methods; schedules the work of EMS personnel; keeps time records and checks them against previously established schedules; reviews emergency medical service practices and procedures and makes recommendations to improve service; conducts practical and written tests to determine competency of EMS personnel; develops training programs and instructs EMS personnel in the proper methods of emergency medical services and emergency treatment; reviews the activity reports of rescue ambulance crews and their work; assists in making plans and preparations in connection with major disaster incidents and training activities; investigates or recommends adoption of new equipment and procedures which will improve emergency medical service; responds to hospitals to facilitate proper first-care for injured Department members; keeps records and makes reports of EMS operations for Department administration, law enforcement and other

outside agencies; performs research and investigates legal regulations in order to keep training programs up-to-date; may be assigned to investigate complaints, and make recommendations; may recommend discipline of subordinate personnel and testify before Civil Service hearing boards as a Department expert and/or investigating officer; reviews, makes recommendations, and takes action upon a variety of personnel reports, requests and records; represents the Department before civic groups, medical and service organizations; provides technical information to Department personnel, supervisors and management on all phases of emergency medical services;

May serve as the Department's EMS Data Collection and Information Systems Officer interfacing with the Rescue Ambulance Billing Unit, the Data Services Bureau, and the Department of Health Services and field EMS personnel; may serve as the Department's EMS Training Officer developing and supervising EMS training programs and the Paramedic Recruit Training Academy; may train Emergency Medical Technician I instructors; may be assigned as liaison with department-wide EMS activities and have responsibility for centralized record keeping, coordination of medical procedure studies and legal investigative activities; may coordinate all phases of paramedic training and assignment of personnel; may coordinate, control and manage all EMS special projects on a given work shift, providing guidance and direction to other EMS supervisors, and act as the Chief Paramedic in the Chief's absence; may occasionally be assigned to perform the duties of a Paramedic in special situations; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of EMS, and paramedic field treatment methods and practices; a good knowledge of Fire Department Rules and Regulations; a good knowledge of State and County regulations governing rescue ambulance procedures; a good knowledge of Fire Department administrative procedures pertaining to emergency medical service personnel; a good knowledge of effective supervisory principles and practices; a good knowledge of memoranda of understanding as they apply to subordinate personnel; a working knowledge of training techniques and Fire Department objectives and goals; a working knowledge of safety principles and practices; a general knowledge of the laws and regulations relating to equal employment opportunity and affirmative action; a general knowledge of City personnel rules, policies and procedures; ability to keep records and prepare clear and concise reports; ability to read, understand and interpret laws, policies and procedures; and ability to develop solutions to supervisory and field problems.

Three years of experience in the Emergency Medical Services Program of the Los Angeles City Fire Department as a Paramedic III is required.

Certification/Education : A Los Angeles County Paramedic Certification is required and must be maintained after appointment.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting up to 70 pounds and occasionally over 100 pounds; body agility and equilibrium involved in activities such as climbing and balancing under precarious conditions; back and leg coordination involved in activities such as stooping, kneeling, crouching, and crawling to an unusual extent; arm, hand, and finger dexterity involved in activities such as reaching, handling, and feeling; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.