

Reports to: Director of Operations

Responsibilities:

1. The Field Supervisor reports to the Director of Operations (DO) and is responsible for the day-to-day activities of personnel for which he / she is assigned.

Principal duties (include, but are not limited to):

1. Assist in orientation and training of employees
2. Day-to day supervision of employees.
3. Ensuring that the ambulances are clean and equipped in accordance with State and Company policies.
4. Spot checking vehicles and crews.
5. Initiating disciplinary procedures in accordance with Company policy in concert with DO / ADO.
6. Employee liaison for assigned shift.
7. Investigate complaints, solve problems and report as appropriate to the DO.
8. Routine inspection of equipment, supplies, buildings and grounds.
9. In-service or update training of employees in accordance with changes in/to Company policy.
10. Routinely pass on information to employees and other Supervisors as necessary to facilitate effective operations.
11. Complete all necessary reports for each shift and assure that all PCRs and accompanying forms are complete and turned in by the end of the shift.
12. Assist the Dispatcher with calling in crews to cover trips, special events or open shifts due to illness or absence of employees as needed. Cover shifts when necessary.
13. Staffing of Fly Cars.
14. Other duties as assigned.
 - a. The duties stated above are not meant to be restrictive or all encompassing. Field Supervisors need to be flexible and able to make difficult decisions. The Field Supervisor has a vital role as a member of the Company and Management team. He / she must constantly strive to improve our service and make recommendations for changes / improvements in Company policy and procedures to the DO.

Qualifications:

1. NYS Certified Emergency Medical Technician Critical Care or Paramedic.
2. Knowledge of State and Local laws and regulations governing EMS.
3. Minimum of two years experience as an EMT (active with an ambulance or first response agency)
4. Excellent written and verbal communication skills.
5. Demonstrates leadership / supervisory ability.
6. Maintains all certifications needed for employment

Effective:

December 26, 2003