

Catawba County Emergency Medical Services

EMT – Paramedic / Specialty Services Crew Chief

General Statement of Duties

Provides supervision of and responsibility for an assigned crew(s), as well as performs all of the skills and duties of an Emergency Medical Technician – Paramedic.

Distinguishing Features of the Position

An employee in this position supervises and coordinates the activities of an assigned crew(s). The employee has the responsibility of assuring that equipment and ambulances are in working order and each unit is staffed with appropriate personnel to assure operational readiness. This position requires frequent contact with the public requiring the employee to have strong interpersonal and communication skills. Work is performed under general supervision of the EMS Manager and is evaluated by observation and by effectiveness of the crews operation.

Illustrative Examples of Work

1. Supervises and coordinates the activities of personnel during an assigned crew.
2. Approves and schedules leave time for personnel assigned to the crew.
3. Reviews and submits time sheets for assigned personnel.
4. Conducts annual performance reviews for assigned personnel.
5. Performs daily reviews of demographic information for Patient Care Reports.
6. Periodically coordinates with the Specialty Services Chief Trainer to assure staff maintains training and certifications as required by the State of North Carolina OEMS and Catawba County EMS.
7. Attend and participates in Management Team meetings.
8. Coordinates non-emergent transfers for EMS in the absence of the Specialty Services Coordinator.
9. Serves as the Shift Supervisor as needed.
10. Cooperates with other agencies as needed.
11. Performs related work as required by the position.

Knowledge, Skills, and Abilities

1. Meets all job requirements of an Emergency Medical Technician - Paramedic with Catawba County EMS.
2. Considerable knowledge of the rules and regulations that govern Emergency Medical Services within the State of North Carolina.
3. Considerable knowledge of the Catawba County Personnel Code, Catawba County EMS Standard Operating Guidelines, and treatment protocols.
4. Considerable knowledge of the geography of Catawba County.
5. Considerable knowledge of all required documents and forms related to Catawba County and Catawba County EMS.
6. Ability to supervise and evaluate the work of others.
7. Ability to establish and maintain effective working relationships with peers and subordinates.

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Desirable Training and Experience

1. The employee must maintain certification as an Emergency Medical Technician - Paramedic in the State of North Carolina and must be employed full time by Catawba County EMS.
2. The employee must have a minimum of five (5) years field experience as an Emergency Medical Technician - Paramedic.
3. The employee must have an Associate's Degree in Emergency Medical Services or a related field (or the equivalent based on education and experience).
4. The employee must possess a valid NC driver's license.