

# Sevier County

## Job Description



<b>Title:</b> Squad Leader AEMT / Squad Leader Paramedic	<b>Department:</b> County Sheriff
<b>Grade:</b> 16 / 18	<b>FLSA Status:</b> Non-Exempt
<b>Job Code:</b> 366 / 368	<b>Effective Date:</b> 07/12 (Last Revised 06/19)

### GENERAL PURPOSE

Performs a variety of emergency medical response duties as needed to deliver at-the-scene medical care. Operates ambulance to provide emergency medical transport. Performs leadership and quality control functions as a squad leader.

**Squad Leader AEMT:** Full performance (within scope and practice) at-the-scene advanced life support (ALS) services.

**Squad Leader Paramedic:** Para-professional and full performance (within scope and practice) at-the-scene paramedic services.

### SUPERVISION RECEIVED

Works under the general guidance and supervision of the EMT Director.

### SUPERVISION EXERCISED

Supervises part-time Paramedic, AEMT, EMT, and Driver certified personnel as assigned in respective squads.

### ESSENTIAL FUNCTIONS

#### Supervision:

- Acts as a squad leader, assists and/or runs Sevier County squads;
- Plans, organizes and oversees schedule shift assignments monthly for all personnel;
- Performs performance evaluations for all assigned personnel;
- Prepares and administers discipline in consultation with the EMT Director and/or Human Resources as necessary;
- Oversees ambulance responses and staffing configurations;
- Actively coordinates and participates in department public education programs;
- Conducts monthly in-service training and CPR/first aid courses as needed;
- May act as an EMS instructor and training officer;
- Plans, organizes, coordinates and delivers certified training courses as prescribed by Utah Emergency Medical Services guidelines;
- Communicates with health agency officials and other professional personnel to coordinate improved service to the community;
- Advises EMT Director on matters pertaining to assigned area;
- Submits various reports to the director;
- Assists EMT Director in monitoring budget expenditures and makes recommendations for budgetary planning;
- Works with and coordinates with other department supervisors and training division as needed;
- In conjunction with the EMT Director, monitors educational, licensing and certification requirements;
- Verifies completion and authorizes award of certifications;
- Oversees appropriate use of vehicle, building and other property owned by Sevier County EMS;
- Requisites materials, supplies and equipment for specific assigned areas;
- Monitors medication and disposable product and all expiration dates;
- Maintains records and performs preventive maintenance on assigned ambulance and schedules vehicle maintenance for division vehicles to include oil and filter changes and tire rotations;
- Assures ambulance is properly stocked with necessary supplies and cleaned exterior and interior of the vehicle;
- Apprises supervisor as needed to purchase replacement materials or schedule complex repairs;
- Performs daily inspection and monitors all vehicle mechanical conditions;
- Schedules and maintains Utah Safety Inspections;

#### AEMT/Paramedic:

- Evaluates patient's condition and/or injuries at accident scenes and/or medical emergencies and administers aid as per protocol;
- Utilizes radio communications and "10-codes" to receive and transmit communications;
- Calculate weight and volume ratios;
- Operates ambulance under emergency and normal conditions to transport trauma victims and emergency medical patients to health care facilities, hospitals or other institutions and attends EVO training approved by Sevier County EMS;
- Performs specialized emergency services requiring various certifications and training;

**Squad Leader AEMT:** Performs all functions of an AEMT (within scope and practice);

**Squad Leader Paramedic:** Performs all functions of a Paramedic (within scope and practice).

### MINIMUM QUALIFICATIONS

1. Education and Experience:

**Squad Leader AEMT:** Graduation from high school, or equivalent; must be a Utah Licensed AEMT and two (2) years of work experience performing above related duties with one (1) year having been in a position equivalent to that of a supervisor or lead.

**Squad Leader Paramedic:** Graduation from high school, or equivalent; must be a Utah Certified Paramedic and two (2) years of work experience performing above related duties with one (1) year having been in a position equivalent to that of a supervisor or lead.

2. Knowledge, Skills, and Abilities:

**Working knowledge of**

- First-aid and emergency medical techniques and procedures;
- Various medical procedures necessary to sustain and prolong life in the absence of a medical doctor;
- Medical terminology and the various effects of medications or the lack of the same leading to life threatening conditions;
- Various computer applications and basic mathematics;
- Basic supervisory principles and practices.

**Skill in**

- Performing Emergency Medical Technician functions and emergency vehicle operation.

**Ability to**

- Follow detailed verbal or written work instructions;
- Observe situations, record them and react quickly and calmly;
- Deal effectively and courteously with fellow employees and the public and be able to diffuse or control hostile situations;
- Interpret written, oral and diagnostic form instructions;
- Interview patient, family members, and bystanders;
- Work in dangerous emergency situations and coordinate multiple tasks efficiently;
- Communicate effectively, verbally and in writing;

3. Special Qualifications:

- Must possess a valid Utah State Driver's License.
- Must maintain licenses and any required training hours.
- Must be or become EMT instructor certified.
- Must be or become CPR instructor certified.
- Must be or become Emergency Vehicle Operator (EVO) certified and may be or become EVO instructor certified.
- Must work assigned shifts and may be subject to contact 24 hours a day, 7 days a week.
- Resident of Sevier County.

**Squad Leader AEMT:** Must be Utah State Licensed AEMT.

**Squad Leader Paramedic:** Must possess a valid Paramedic level State of Utah License.

4. Work Environment/Physical Demands:

- Functions of the position periodically performed in an uncontrolled, hazardous environment, subject to all weather extremes.
- Continuous use of motor skills, i.e., walk, stand, stoop or run on narrow slippery, or erratically moving surfaces or vehicles.
- Emergency response travel expected in normal course of performing duties.
- Many functions of the work pose high degree of hazard uncertainty.
- Potential exposure to hazardous materials and chemicals at accident sites and exposure to blood borne pathogens.
- Physical readiness and conditioning may be a condition of job retention.
- Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving, etc.
- May be required to lift up to 50 lbs or more during emergency operations.



**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Current Title: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

I have reviewed this job description with the employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor Signature)