

CIMARRON HILLS FIRE PROTECTION DISTRICT

POSITION DESCRIPTION



POSITION TITLE: Emergency Medical Services (EMS) Supervisor
POSITION STATUS: Full-time Paid; “At-Will”
FLSA CLASSIFICATION: Non-Exempt
REPORTS TO: Division Chief

POSITION DESCRIPTION EFFECTIVE DATE: January 1, 2025

This position description is established by the Cimarron Hills Fire Protection District (“District”) to outline the basic requirements, duties, and general responsibilities of the Emergency Medical Services (EMS) Supervisor position. Traditionally works a 40-hour workweek on a schedule determined by the Fire Chief. Overtime and scheduling flexibility may occur.

This position is “at-will,” which means the Fire District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal, State, and local law. Similarly, the employee may terminate the employment relationship for no reason at any time.

SUMMARY OF POSITION:

The Cimarron Hills EMS Supervisor is a leadership team member, responsible for managing the operations of the EMS Division. Additional duties may include prevention, education, and preparedness, as well as supervising, encouraging, and mentoring assigned personnel. The EMS Supervisor places a strong emphasis on training, participating in and facilitating a variety of high-frequency training activities to promote team building and professional development. The EMS Supervisor incorporates up-to-date and efficient emergency medical technologies into daily operations and assists in planning, organizing, directing, and evaluating. The EMS Supervisor serves as the executive of the EMS Division, with responsibilities in budgeting; policy development; supply ordering; vehicle and equipment maintenance tracking; licensing; billing; report and provider quality assurance and quality improvement; and other duties associated with program management. The EMS Supervisor may serve as a transport paramedic at the discretion of the Fire Chief for training purposes, staffing shortages, and personnel evaluations.

REPORTING RELATIONSHIP:

The EMS Supervisor works under the direct supervision and guidance of a Division Chief. The EMS Supervisor does not provide direct supervision daily; however, does provide supervision related to program management and for those personnel assigned to program responsibilities.

SPECIFIC POSITION DUTIES AND RESPONSIBILITIES:

1. Performs emergency advanced life support in accordance with all applicable emergency medical protocols, Federal, State and local laws, and the district’s rules, policies, and procedures.
2. Performs all duties and responsibilities as established by the El Paso County EMS/Paramedic Guidelines, the CHFD designated Medical Director, and the Colorado Department of Public Health & Environment.
3. Performs complex diagnostic and medical procedures including, but not limited to, endotracheal intubation, recognition of cardiac arrhythmias, and administration of various medications.

4. Accurately completes written and verbal reports on patient care and status to receiving medical providers, ambulance services, and/or emergency department nurses and doctors.
5. The EMS Supervisor provides, administers, manages, and controls patient care at the Advanced Life Support (ALS) level. This care is provided both on scene and during transport to higher level care facilities. Responds as a senior EMS Supervisor on applicable emergency incidents as directed by the Fire Chief.
6. Serves as the district's primary point of contact for all aspects of emergency medical services operations and ambulance transport operations. Works with the hospitals and United States Drug Enforcement Administration on medication storage, purchasing, use, tracking, waste, and prescription. Liaison to the district's transport billing vendor and serves as district billing administrator. Liaison to County and State organizations related to EMS Division management, ambulance licensing, and EMS certifications.
7. Communicates with receiving care facilities to receive medical direction and to provide critical information.
8. Communicates with patient and family members to provide information and assurance in care being provided, and to show compassion, in compliance with HIPAA privacy regulations. Serves as district HIPAA compliance officer.
9. Provides mentorship, coaching, and accountability to paramedics and emergency medical technician - basics.
10. Supervises ALS/BLS EMS personnel, to include monitoring skills, performance, and training, assisting with work assignments, performance evaluations, imposing corrective actions, and recommending disciplinary actions.
11. Assists Company and Chief Officers with disciplinary action recommendations and performance improvement recommendations for EMS skills of all department personnel holding EMS certifications as Paramedic, EMT, First Responder, and CPR.
12. A primary role is to provide Division and Program oversight. This oversight may include, but is not limited to, Division/Program Administration assignments. Identifies EMS Division needs, goals, and objectives. Assists in department strategic planning.
13. Assists Company and Chief Officers, and other members in various administrative duties and special assignments, including, but not limited to, a) development and implementation of the district's equipment, apparatus, stations and grounds evaluation and maintenance programs; b) development and implementation of the district's training and public education programs; c) development and maintenance of the incident reporting system; d) development and implementation of the purchasing and inventory programs; e) development and implementation of special programs, such as hazardous materials or other operational programs. Otherwise known as Division/Program Management.
14. Consistently, correctly, and ethically enforces the district's rules, policies, and procedures, and takes appropriate corrective action or recommends disciplinary actions for violations of the district's rules, policies, and procedures.
15. Responsible for ensuring a high level of facility maintenance and equipment readiness, addressing immediate concerns to confirm district facilities have needed supplies and are properly maintained to provide for a quality work environment.
16. Responsible for all assigned incident reports. Serves as the QA/QI administrator for all EMS incident reports.
17. Establishes baseline expectations with assigned shift, crew, and subordinates. Reinforces and exemplifies the baseline expectations daily through professional actions and behaviors, regular interaction, counseling, mentoring, and training sessions.

GENERAL DUTIES AND RESPONSIBILITIES:

1. The EMS Supervisor serves as a training officer for their assigned personnel and coordinates with the Training Division for the delivery and tracking of department wide EMS training, and must make quality training a priority.
2. Performs regular maintenance of district apparatus and equipment to ensure they are clean, functional, well maintained, and always in a state of readiness. Performs maintenance of stations and grounds to ensure they are kept clean, safe, stocked, locked, and in good working order.
3. Consistently and correctly follows the district's rules, policies, and procedures.
4. Ensures complete, accurate, and timely preparation and maintenance of district records and reports.
5. Consistently promotes a professional image of the district.
6. Makes use of safety equipment at all times, to include seatbelts whenever a vehicle or apparatus is in motion. Observes all State laws, department policies, department procedures and rules, and provides for the safety of others.
7. Stands accountable for operating and maneuvering vehicles in a safe, professional, and prudent manner at all times. Drives vehicles as assigned in emergent and non-emergent situations while adjusting speed for conditions and utilizing defensive driving techniques. Positions vehicles correctly for incident scenes.
8. Conducts daily, weekly, monthly, and annual vehicle and equipment checks.
9. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to make sound decisions in extremely stressful and life-threatening situations. Willingness to make timely and fact-based decisions. Ability to handle uncertainty and clarify ambiguities timely and effectively. Ability to see unusual aspects of a problem, find unique solutions, and evaluate results for effectiveness.
2. Possesses and demonstrates an extensive knowledge of the district's rules, policies and procedures, including, but not limited to, the District's Employee Handbook and Standard Operating Procedures.
3. Possesses and demonstrates basic proficiency and knowledge of fire behavior, fire chemistry, firefighting safety, effective firefighting tactics, hazardous materials, technical rescue, and emergency medical skills; ability to access and implement this knowledge during high stress and critical events.
4. Possesses knowledge and effective behaviors of current Incident Command Systems.
5. Demonstrates a commitment to keep current in the developments of fire and emergency medical services.
6. Ability to use mechanical skills to perform basic maintenance and repairs on district stations and associated equipment.
7. Continually contributes to a motivational atmosphere for all department members through ethical and honest actions in support of and achieving the goals of the organization and the Fire Chief. Takes full ownership of the motivational atmosphere for those within his/her command.
8. Demonstrates a courteous and professional manner to the public, paying particular attention to personal hygiene and cleanliness.
9. Maintains composure and a professional attitude under all, especially stressful, conditions. Demonstrates mature, professional, and appropriate conduct at all times and in all places, employing ethics, integrity, honesty, and cooperative teamwork.
10. Demonstrates ability to create a work environment in which employees can be open and at ease with each other. Ability to promote and maintain a positive/effective team environment. Ability to establish and

maintain harmony and mutual respect among team members through positive relationships and dedication to the betterment of the team.

11. Demonstrates ability to recognize and accept constructive criticism. Utilizes training, direction, delegation, and accountability to improve the team. Provides assistance to teammates in resolving conflicts. Encourages positive individual initiative to achieve organization goals.
12. Demonstrates ability and initiative for continual self-development. Works with crew members in preparing and implementing realistic, researched, and meaningful self-development plans.
13. Demonstrates consistent ability to work as needed to achieve results and/or meet targets within established time frames.
14. Demonstrates sound judgment and the ability to receive feedback and suggestions, initiating regular positive discussions with crew members.
15. Demonstrates effective listening and speaking skills. Produces clearly organized and easily comprehended written communications. Maintains an open line of communication with superiors and crew members.
16. Proficient in setting goals and completing delegated tasks effectively with minimal supervision.
17. Schedules work for the most efficient and effective performance of activities and elimination of unnecessary activities. Handles multiple responsibilities simultaneously, prioritizes responsibilities appropriately, and performs responsibilities in a thorough and timely manner.
18. Demonstrates ability to meet performance and quality control standards. Ability to deliver results and set control parameters in terms of time, dollars, and budgets.
19. Ability to adapt to necessary changes in operations and administration. Willingness to try new ideas with a positive and productive attitude.
20. Proficient in setting challenging goals for subordinates, delegating effectively with appropriate supervision, and stimulating others to contribute new ideas.
21. Proficient in Performance Feedback and Results Planning. Demonstrates sound personnel management skills, encouraging feedback and suggestions; initiates regular discussion with subordinates; effectively researches and evaluates subordinates' results; identifies opportunities for improvement; reinforces good performance; takes appropriate ownership and timely action with marginal or failing performers; ability to clearly state results expected for subordinates' performance.
22. Identifies and selects qualified members to achieve district objectives; matches member skills and abilities with job tasks.

QUALIFICATIONS:

Experience:

1. Minimum 5-years' experience as an EMT-Basic required, preferred EMT-Paramedic experience.
2. Previous experience in an emergency service, ambulance service, or fire department system providing Advanced Life Support transport preferred.
3. Must be at least eighteen (18) years of age.

Education:

1. Must possess a High School diploma or G.E.D. Associate degree or higher preferred.

Certificate or licenses:

Must obtain and maintain throughout employment all District, State, and Federal Certification and/or Licensure requirements for the following:

1. Must possess, or be eligible to obtain within 30 days of appointment to the position, a valid Colorado driver's license
2. Colorado State Emergency Medical Technician-Paramedic certification
3. American Heart Association (AHA) Advanced Cardiac Life Support (ACLS)
4. AHA Pediatric Advanced Life Support (PALS)
5. Cardiopulmonary Resuscitation (CPR)

Within one year must successfully obtain the following:

1. NIMS 100
2. NIMS 200
3. NIMS 700
4. NIMS 800
5. NWCG S130/190
6. Current Wildland Red Card at the Light Level
7. CPR Instructor
8. PALS and ACLS Instructor
9. Carseat Installation Technician

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS:

Physical Requirements

1. Strength and Mobility – Mobility to move to and from various points within the district facilities and within the outdoor environment. Must possess the ability to lift items in excess of one hundred fifty (150) pounds occasionally and up to eighty (80) pounds frequently.
2. Auditory – Ability to understand and follow oral instructions in the English language.
3. Verbal – Ability to participate in routine conversation in person or via telephone in the English language.
4. Visual – Must be able to distinguish circumstances/situations, written materials, and other details concerning district facilities and emergent scenes from distances both near and far.

Environmental and Other Requirements

This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. A portion of this position will involve sedentary, administrative work in an office environment.
2. Strenuous physical activity under extreme adverse conditions will be required frequently.
3. This position requires standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching over head, reaching away from body, and repetitive motion.
4. Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit.
5. Work may be performed under dangerous, hazardous and adverse conditions including, but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
6. Work may result in exposure to contaminated environments including, but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dust.
7. Work may result in exposure to individuals of blood-carrying infectious diseases, airborne, viral, or other illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, etc.
8. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
9. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception, and color vision.

10. This position requires the ability to read, write, speak, and understand the English language at a level adequate to perform the job.
11. This position will involve periods of high physical, mental, and emotional stress.

RELATIONSHIPS:

1. Community Members and Visitors – Multiple daily interactions by personal contact, telephone, and electronic communication (E-mail).
2. Medical Director, County EMS Resources, DEA, and Billing Personnel – Multiple daily interactions by personal contact, telephone, and electronic communication. Establish effective relationships to ensure full compliance with all requirements, standards, and rules.
3. Co-workers – Multiple daily interactions responding to emergency and non-emergency situations, to facilitate the coordination of daily company operations and staffing, exchange of information, to complete administrative and operational tasks related to fire stations and district buildings, manage program needs, purchases, inspection assignments, and documentation.
4. Fire Department Company Officers – Multiple daily interactions by telephone, electronic communication (E-mail), radio, and personal contact: coordination of daily company staffing, coordination of unit status and distribution of information.
5. Fire Department Chief Officers – Multiple daily interactions by telephone, radio and personal contact: staffing of fire companies, status monitoring and distribution of companies, processing of personnel issues, exchange of information, and incident management operations.
6. Subordinates – Multiple daily interactions by personal contact, telephone, and electronic communication (E-mail). Provide motivation, training, and encouragement. Provide honest, unbiased, and immediate feedback aimed at improving performance, correcting behavior, and bettering the individual, crew, team, and organization. Distribute information, enforce policies, and provide opportunities for self-development.
7. Other contacts as assigned, required, or needed.

ACKNOWLEDGEMENT:

I acknowledge receipt of this position description and agree to perform within the parameters established.

Signature

Date

(Print Full Name)