

# Shift Supervisor (Captain)

Salary: Grade 70 \$26.56/Hour (\$55,244.90 annually @ 40hr/week) **\$77,555.20(shift adjusted)**

Job Type: Full Time

Department: Emergency Services

## General Statement of Duties

Performs paramedic-level life support work in the Emergency Medical Services Division under the supervisor of the EMS Manager. A paramedic workday will consist of 24 hours on one of three operational shifts. Greene County EMS operates on a 24/7 Kelly Shift. **(2920 hours annually)**.

## Distinguishing Features of the Class

An employee in this class performs professional advanced life support work in operating an approved mobile medical unit, rescuing victims, and performing advanced emergency care including the administration of life-sustaining treatment to patients on-site and while enroute to a hospital. Work involves responding to the scene of an emergency and non-emergency calls, applying necessary medical treatment to sick or injured persons, and transporting persons to a medical facility. The employee serves as a member of an ambulance crew and is responsible for the medical care administered to the patient. This position is differentiated from an Advanced Emergency Medical Technician of other certification levels by the additional requirements of performing defibrillation and cardioversion, using gas-powered or hand-powered nebulizers, decompressing a tension pneumothorax by use of a catheter-flutter-valve device, using positive-end expiratory pressure respirators, performing cricothyrotomy for relief of upper airway obstruction, and performing gastric suction by intubations. The employee is also responsible for patient care reports, maintaining supplies, performing janitorial duties at the base station, and performing miscellaneous office duties. The employee is exposed to the normal hazards of emergency rescue work, including the risk of exposure to infectious diseases. This employee will supervise multiple EMS crews and ensure adequate EMS coverage for the county system. Additional project management duties such as supplies, QA, and training at the department level may be assigned. Reports to the EMS Manager.

## Essential Duties and Tasks

- Responds to emergency calls in a quick response vehicle; performs necessary rescue work in accordance with established protocols for Basic and Advanced Life Support; administers necessary emergency medical care requiring the use of suction units, immobilization equipment, intravenous infusions, syringes and medications, and cardiac monitors/defibrillator/pacers, and performance of intubations/advanced airway management. Provides command and control of EMS Incidents and functions as a part of the command staff in expanded incidents requiring NIMS Operations.
- Participates in a continuous training program to improve competence in medical technical work and in ambulance service and operation; studies street and road patterns and networks of the County in order that future runs may be made with minimum difficulty and delay. Maintains state certifications through

continuing education programs and/or departmental training. Serves as the primary training officer for the shift and completes daily QA for shift reports.

- Inspects and tests ambulances and their emergency equipment, maintaining proper inventory of equipment and supplies; cleans and sanitizes ambulance and equipment daily; ensures that they are in proper and good working order; makes routine adjustments, but reports other than minor defects for specialized attention. Completes patient care reports and participates in the department QA program.
- Maintains cleanliness and performs minor maintenance of Emergency Medical Service facilities. Provides leadership and assistance to members of volunteer emergency medical service organizations in the County, as requested.

#### Knowledge, Skills, and Abilities

- Mastery knowledge of and skill in administering emergency medical procedures and techniques.
- Mastery knowledge of anatomy and physiology.
- Mastery knowledge of intravenous therapy and skill in recognizing adverse conditions.
- Mastery knowledge of equipment and supplies employed in emergency care of patients and accident victims.
- Mastery knowledge of county geography and locations of roads and streets.
- Mastery skill in recognizing trauma and signs and symptoms of medical emergencies to determine the appropriate treatment.
- Ability to perform duties in accordance with established emergency medical procedures and techniques, medical protocols, and standing orders.
- Ability to work with a diverse socio-economic population, based on the unique situations encountered.
- Ability to respond quickly and calmly in emergencies and stressful situations and use critical thinking to make high-consequence decisions rapidly
- Ability to drive safely an emergency medical vehicle in adverse conditions and according to motor vehicle laws.
- Ability to communicate effectively in a tactful and firm manner with the public.
- Ability to deal with stress and death and dying patients.
- Ability to accurately record services provided on required forms.
- Ability to work with co-workers, law enforcement personnel, fire, medical personnel, patients, and the general public and operate with little supervision for long periods of time.
- Ability to maintain vehicles, equipment, and facilities.
- Ability to maintain the confidentiality of patient contact.

### Additional Job Duties

- Considerable experience in Payroll, Scheduling, Crew Resource Management, Budgeting, and Interpersonal Communication Skills are highly preferred.
- Perform various roles in the Emergency Operations Center during activations
- Performs additional duties as assigned.

### Physical Requirements

- Must be able to physically perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform very heavy work exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to lift objects.
- Must possess the visual acuity to operate mobile equipment, monitor work site progress, and use measurement devices.

### Desirable Education and Experience

Graduation from high school or equivalent and 3 to 5 years of experience in advanced emergency medical service work; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Associate's degree in emergency medical services or related field from an accredited college or university preferred.

### Special Requirements

Must possess and maintain certification as a Paramedic through the NC Office of Emergency Medical Services and be able to board with the medical director within one (1) month of employment. Must possess and maintain a valid NC Driver's License.

Completed applications with supporting documentation can be mailed to Human Resources, 229 Kingold Blvd Suite D, Snow Hill, NC 28580, or emailed to [human.resources@greencountync.gov](mailto:human.resources@greencountync.gov). The application period closes on October 15<sup>th</sup>, 2025. Only candidates selected for an interview will be contacted. Greene County is an Equal Opportunity/Affirmative Action/Drug-Free Employer.