

Jurisdictional Class: Competitive  
Adopted: October 14, 2009  
Revised: August 28, 2019

**SUPERVISING ADVANCED EMERGENCY MEDICAL TECHNICIAN/DRIVER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position involving responsibility for overseeing, supervising, and training the emergency medical services program and staff as well as providing emergency medical services to residents of a fire district. The incumbent oversees and operates specially equipped medical vehicles in the transport of victims to area hospitals. The incumbent, possessing the appropriate certification level from the New York State Department of Health required for the position, oversees and renders initial medical services to persons requiring medical assistance. The work is performed under general supervision with considerable leeway in the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over Advanced Emergency Medical Technician/Drivers and Emergency Medical Technician/Drivers. Employees are required to recertify on a periodic basis for the Advanced Emergency Medical Technician Certification or higher-level required for the position. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Oversees the emergency medical services program within the agency and ensures that personnel are following standard operating procedures;
- Assists in planning, implementing, coordinating, and evaluating the emergency medical services program;
- Supervises all emergency medical services employees and performs informal evaluations, initial counseling, and/or discipline as necessary;
- Prepares weekly/monthly schedules of emergency medical services employees and is responsible for obtaining coverage during sick, vacation, or personal leave time absences;
- Operates specially equipped vehicle to respond to medical emergencies and provide life support services to stabilize persons in life threatening situations resulting from trauma and other medical emergencies;
- Acts as primary care provider in the out-of-hospital setting to accident or other emergency victims such as extraction, splinting, and immobilization, administration of oxygen, suctioning, insertion of airways, cardiopulmonary resuscitation, defibrillation, intravenous therapy, drawing blood, endotracheal intubations, EKG monitoring, dysrhythmia interpretation medication administration, synchronized cardioversion, external cardiac pacing;
- Advanced life support radio operation, emergency childbirth, electrocardiogram, administering and monitoring injections, anti-shock suit, defibrillation;
- Monitors and transmits vital signs of pulse, blood pressure and respiration and transmits biomedical information via telemetry such as electrocardiograms;
- Performs direct medical tasks on persons requiring emergency services;
- Provides assistance in lifting, carrying and transporting patients;
- Applies rescue techniques and knowledge to effect the safety of persons trapped in vehicles and those stranded, marooned, or endangered by unusual circumstances or calls for rescue/extrication assistance;
- Assists in the development and implementation of an operational plan for major catastrophes and natural disasters in order to respond to medical emergencies;
- Maintains proficiency and State Advanced Emergency Medical Technician or higher-level certification;
- Maintains records of emergency responses, patient treatment and problems encountered and their solutions rendered in the course of their shift;

## Supervising Advanced Emergency Medical Technician/Driver

Maintains all required records and/or reports regarding ambulance and emergency medical activities and sends reports to appropriate agencies and distributes as necessary throughout the department;  
Responds to all ambulance and rescue emergency calls in the Fire District and to mutual aid calls in neighboring districts;  
Oversees the purchasing and inventory of supplies and medications and makes sure the ambulance is stocked;  
Collects all ambulance reports, reviews for accuracy, and forwards them on to billing company;  
Maintains the ambulance and rescue vehicles and their equipment in a ready state by checking oil, fuel, fluid levels, and tire pressure as necessary and reports any problems with vehicle operation, cleans exterior and passenger compartments as needed, and keeps all medical/drug supplies in readiness;  
Reviews protocols for patient care and keeps up-to-date on recent developments in the field of emergency medical services/treatment.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices and techniques of emergency treatment procedures appropriate for a New York State Certified Emergency Medical Technician;  
Thorough knowledge of recent developments in the field of emergency medical services/treatment;  
Working knowledge of the geographic location of the area;  
Ability to retain sound judgment and remain calm during periods of crisis;  
Ability to safely operate an ambulance or emergency vehicle;  
Ability to oversee, plan, coordinate, evaluate, schedule, and supervise the work of subordinate personnel in a manner conducive to full performance and high morale;  
Ability to remain calm when eliciting information from persons who may be in a highly emotional state;  
Ability to evaluate the extent of illness or injury;  
Ability to prepare and maintain accurate records;  
Ability to train others;  
Ability to communicate well both orally and in writing;  
Ability to establish and maintain a productive working relationship with fellow employees and the general public;  
Good manual dexterity;  
Mental alertness.

**MINIMUM QUALIFICATIONS:** Possession of a current certification from the New York State Department of Health as an Advanced Emergency Medical Technician or higher and must keep current throughout employment and one (1) year of supervisory experience in the field of emergency medical services.

**SPECIAL REQUIREMENT:** At time of appointment, possession of a valid license to operate a motor vehicle in New York State, appropriate for the vehicle to be operated, is required.