

PARAMEDIC SUPERVISOR  
(Town of Greenburgh)

GENERAL STATEMENT OF DUTIES: Under general supervision of the Police Chief or high level Police Officer, the incumbent of this position assures that civilian paramedic services are provided to the Town of Greenburgh and its incorporated villages; does related duties, as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class assists in the coordination and implementation of procedures for the provision of emergency medical care in the town and its incorporated villages. Responsibilities include supervising and participating in providing treatment to individuals and evaluating the quality and quantity of aid required. Incumbents supervise and assign the civilian paramedics and participate in staff development in accordance with established policies, procedures and standards.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the coordination and implementation of the provision of emergency medical care in the Town of Greenburgh and its incorporated villages;

Supervises civilian paramedics and participates in responding to emergency medical requests, making diagnosis and providing emergency medical treatment in accordance with protocols established by the State of New York, the Westchester County Medical Advisory Committee and policies established by the town;

Conducts quality assurance reviews and programs in order to comply with regulations and standards;

Recruits and recommends the hiring of civilian paramedics; participates in the definition and interpretation of standards of practice for paramedics;

Assures paramedics and police officers receive appropriate training and certification in the various areas comprising pre-hospital emergency medical care; provides training and re-certification, as needed;

Performs administrative tasks required by position; maintains inventory control records, orders supplies and equipment, prepares associated reports for proposed unit budget, etc;

Maintains current level of NYS AEMT4 Certification, Westchester Regional MAC Certification and a license valid to operate a motor vehicle in New York State.;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Ensures medical equipment and vehicles are clean and decontaminated and maintains an adequate inventory of supplies;

May have supervisory responsibilities over Emergency Medical Technicians employed by the town.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of EMT-4 procedures and skills; good knowledge of New York State and Westchester Regional Advisory Committee ALS and BLS protocols; ability to perform all functions of an EMT-4; ability to perform calmly and efficiently in crisis situations; ability to direct and supervise the work of others; ability to communicate clearly and concisely both verbally and in writing; ability to maintain records and prepare reports; good reasoning and judgment; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) four (4) years experience as a practicing paramedic which must have included one (1) year of experience supervising and/or training medical personnel that are certified as Paramedics (Advanced Level) or Emergency Medical Technicians (Basic Level); or (b) five (5) years experience as a practicing paramedic, which must have included or been supplemented by one (1) year of supervisory experience; or (c) a satisfactory equivalent combination of experience and training.

SPECIAL REQUIREMENTS: At time of appointment, possession of a (1) New York State AEMT-4 Certification; 2) Westchester Regional MAC Certification; (3) Valid license to operate a motor vehicle in New York State.

