

Montgomery County Hospital District Job Description

Job Title: Field Supervisor
Department: Field Operations
Reports To: Operations Manager (operations issues)
Clinical Manager (clinical issues)
FLSA Status: Non-exempt

SUMMARY

First line supervisor for field personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Immediate supervisor and point of contact for on-duty and off-duty field personnel

Monitor, facilitate, and evaluate system performance from a minute to minute field operations perspective

Respond to calls on an as needed/requested basis

Facilitate Incident Command as needed.

Observe and document individual and team performance of field personnel

Observe unit responses and driving performances

Assist with the investigation processes

Serve as coordinators for special events coverage

Emergency scheduling duties

Referral of station maintenance problems to Facilities Manager

Referral of vehicle maintenance problems to Fleet Manager

Referral of supply and/or equipment problems to Logistics Coordinator

Compliance of field personnel with medical reporting

On line medical consultation and treatment direction

Fill Attendant and In Charge duties as necessary

Other duties as deemed necessary

SUPERVISORY RESPONSIBILITIES

Manages up to 18 medic units. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing daily work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or one to two years related experience and/or training; or equivalent combination of education and experience.

COMPUTER SKILLS

Moderate word processing, database, and spreadsheet skills required.
Basic Email and internet skills required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

INTERPERSONAL

Demonstrates effective customer service and project management skills. Documentation of Conflict Resolution and Diversity Training preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Texas Department of Health EMT-Paramedic or Licensed Paramedic certification required.
Basic Trauma Life Support certification required.
Advanced Cardiac Life Support certification required.
Pediatric Advanced Life Support certification required.
Current Texas Driver's License required.
Remain insurable by the current insurance vendor of MCHD.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger,

handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions, extreme cold, and extreme heat. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.