

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Paramedic Supervisor

**CLASS CODE:** 5716

### **GENERAL DESCRIPTION OF DUTIES:**

Incumbents supervise emergency medical technicians and respond to emergency medical calls as dispatched.

### **DISTINGUISHING CHARACTERISTICS:**

This is an advanced-level managerial classification in the Emergency Medical Series – Emergency Medical Group job family within the City of St. Louis. Incumbents perform a variety of moderately complex duties. The distinguishing characteristics of this classification within the series include responsibility for acting as first-line supervisors, scheduling workers and completing activity reports.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions

Signing performance plans and appraisals

Resolving informal grievances or formal grievances at the first step

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

### **EXAMPLES OF WORK (Illustrative Only):**

*(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)*

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Responds to major incidents to assist technicians and random calls to evaluate technicians' performance. Responds to accidents involving department vehicles and completes related report.

Schedules workers and allocates resources.

Completes accident reports.

Inventories equipment and drugs.

Receives, responds to and investigates service complaints.

Receives and responds to equipment and vehicle malfunctions

Oversees paramedic testing.

Other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Data Utilization:**

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

### **Human Interaction:**

Requires the ability to provide first line supervision. Ability to persuade, convince, and train subordinates others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

### **Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as emergency medical equipment, ambulance, two-way radio, computer terminal, telephone, and/or related materials used in performing essential functions.

**Verbal Aptitude:**

Requires the ability to utilize a variety of advisory data and information such as activity reports, accident reports, citizen complaints, shift summaries, attendance reports, personnel policies, work schedules, inventory lists, technical operating manuals, statutes, procedures, guidelines and non-routine correspondence.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and fractions.

**Functional Reasoning:**

Requires the ability to apply principles of influence systems such as supervision, managing and leading. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

**Environmental Factors:**

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

**Physical Requirements:**

Requires the ability to lift, push and pull over one hundred pounds to deal with emergency situations.

Requires the ability to stoop, kneel, crouch, crawl, climb and bend.

**Sensory Requirements:**

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with evaluating emergency incidents and technicians' performance, and related objects, materials and tasks.

The City of St. Louis is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

**EDUCATION AND EXPERIENCE STATEMENT:**

High school diploma or equivalent, vocational/technical training as a paramedic, three to five years paramedic and crew chief experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

**SPECIAL REQUIREMENTS:**

A valid Missouri driver's license and licensed paramedic.