



F-M Ambulance Service, Inc
Ready Wheels
 Fargo, North Dakota
Job Description:

Position:	F-M Ambulance Service & Thief River Falls Area Ambulance Field Supervisor	Effective Date:	July 1, 2004
Reports to:	Operations Manager		

Position Purpose:	To provide managerial and supervisory services
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Essential Results of the Job:	% of Time
Provide managerial and supervisory services Including, but not limited to, the authority to exercise his or her independent judgement in responsibility directing employees, assigning work, disciplining team members and adjusting team member grievances.	25%
Completes operational requirements By doing the day to day scheduling of field crew; following up on work results and doing field staff performance appraisals.	10%
Assists the Human Resources Specialist By conducting interviews and hiring new team members.	10%
Tracks and monitors health and safety issues Including but not limited to, OSHA compliance monitoring; safety compliance monitoring; employee health tracking; initial accident investigations and road safety monitoring.	5%
Assures the organization provides exceptional customer service By establishing and maintaining rapport with customers, leading by example, correcting customer issues and monitoring performance of staff.	5%
Assures the needs of the organization are met By executing the daily system status management; executing inventory control; and executing the day to day operational check sheet assurance.	10%
Execute the organization's disaster plans By working with the Leadership Staff and Disaster Committee on policies and procedures.	2.5%
Performs Daily Tasks That relate to, but not limited to, building and grounds upkeep.	5%
Assuring that the daily operations of a shift are conducted in a manner consistent with the organization's policies and procedures.	2.5%
Maintaining the certifications and education required of EMT-Paramedics, and perform the essential functions of that job, as needed by filling in on open shifts and transfers.	

	25%
The duties of the EMT-Paramedic job are incorporated herein by reference.	25%
The most significant duties have been included in this description. This does not preclude the assignment of occasional or developmental duties. The company reserves the right to modify this job description as needed to accurately reflect duties assigned.	

High School or equivalent (GED)	Required X	Preferred	Certification Required	Basic	Advanced	Instructor
EMT-P	X		Basic Life Support	X		
Associate Degree:		X	ACLS		X	
Bachelor's Degree:			BTLS or PhTLS			
Master's Degree:			National Registry		EMT-Paramedic	
Other: Current Driver's License	X		Other: PALS		X	

Exposure to Bodily Fluids	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>
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Experience			
Operations		Supervision	
	None		0 to 2 years
	3 months to 1 year		3 to 4 years
X	1 year to 3 years		5 to 7 years
	3 years to 5 years		8 to 10 years
	Greater than 5 years		Greater than 10 years

Physical Activity					
	Not Applicable	0-25%	26-75%	76-100%	Average Pounds
Lift Carry			X		
Push Pull			X		
Reach Overhead		X			
Climb		X			
Squat/Bend/Kneel		X			
Sit			X		
Stand		X			
Walk/Move About		X			

Working Conditions		Description:
X	Temperature	Various indoor and outdoor temperature extremes
X	Noise	Vehicle noise, sirens, radio traffic, rescue tools
X	Chemicals or Hazardous Materials	Cleaners, biohazards, Haz Mat products at emergency scenes
X	Tools Used	Basic hand tools
X	Equipment Used	All ALS and BLS equipment, diesel trucks, various radio equipment, cell phones