

# EMS – Paramedic Supervisor (Emergency Medical Services)



## *Cherokee County, SC*

**Salary**

TBD

**Location**

110 Railroad Avenue

Gaffney, SC 29340

**Job Type**

Full Time

**Department**

Emergency Medical Services

**FLSA**

EXEMPT

**Job Summary**

Under the direction of the EMS Director and Deputy Director, the Paramedic Supervisor provides direct supervision and operational oversight of field EMS personnel during assigned shifts. This position ensures the delivery of high-quality patient care, adherence to protocols, and operational efficiency. The Paramedic Supervisor functions as a lead paramedic, responding to emergency calls, mentoring staff, and serving as the on-scene supervisor during critical incidents. This role also supports administrative functions including scheduling, quality assurance, and training coordination.

## Essential Functions

<b>Essential Functions</b>	<b>% of Time</b>
<b>Field Supervisor &amp; Response:</b> <ul style="list-style-type: none"><li>• Provides on-scene leadership and clinical oversight during emergency responses.</li><li>• Assists with complex or high-acuity calls and ensures adherence to clinical protocols.</li></ul>	35%
<b>Personnel Oversight &amp; Mentorship:</b> <ul style="list-style-type: none"><li>• Supervises EMS crews during assigned shifts.</li><li>• Provides coaching, mentoring, and performance feedback to field staff. Assists with onboarding and training of new personnel.</li></ul>	25%
<b>Operational Coordination:</b> <ul style="list-style-type: none"><li>• Monitors system status, unit deployment, and shift coverage.</li><li>• Coordinates with dispatch and other agencies to ensure effective response.</li></ul>	15%
<b>Documentation &amp; Quality Assurance:</b> <ul style="list-style-type: none"><li>• Reviews patient care reports for accuracy and completeness.</li><li>• Participates in quality assurance and improvement initiatives</li></ul>	10%
<b>Administrative Support &amp; Communication:</b> <ul style="list-style-type: none"><li>• Participates in training, quality assurance, and continuing education activities.</li><li>• Supports system-wide initiatives and field training as assigned.</li></ul>	10%
<b>Misc.</b> <ul style="list-style-type: none"><li>• Performs other duties as assigned by EMS Leadership.</li></ul>	5%

## Qualifications

### Job Requirements

- High school diploma or GED required
- Associate's degree or higher in EMS, public safety, or related field preferred
- Current South Carolina Paramedic license or NREMT Paramedic with SC reciprocity
- Valid South Carolina Driver's License with acceptable driving record
- Current BLS, ACLS, and PALS certifications (AHA or equivalent)
- NIMS ICS 100, 200, 700, and 800 required; ICS 300 preferred
- Minimum of 3 years of field experience as a Paramedic required
- Prior supervisory or leadership experience preferred
- Must be able to successfully pass a drug screen
- Must be available for shift work, including nights, weekends, and holidays

### Performance Requirements

#### Knowledge Of:

- EMS operations, clinical protocols, and emergency medical procedures
- Leadership principles, personnel management, and conflict resolution
- EMS documentation systems and quality assurance practices
- Effective communication and decision-making under pressure
- Emergency vehicle operations and safety standards
- Interagency coordination and public safety systems

## Other Information

### Working Conditions

**Primary Work Location:** Cherokee County EMS Operations  
213 Alma St. Gaffney, SC 29340

#### Physical Demands:

- Must be able to lift and carry up to 75 pounds independently and 200 pounds with assistance
- Frequent standing, walking, bending, kneeling, and reaching
- Ability to operate in confined spaces, adverse weather, and high-stress environments
- Visual and auditory acuity sufficient to assess patients and operate emergency vehicles safely
- Must be able to wear personal protective equipment (PPE) as required

#### Environmental Conditions:

- Work performed in homes, public spaces, vehicles, and healthcare facilities
- Exposure to bloodborne pathogens, communicable diseases, and hazardous materials
- Subject to extended periods of driving and field operations
- Shift work including nights, weekends, and holidays

#### Mental Demands:

- Time pressures, emergency situations, frequent change of tasks
- Performing multiple tasks simultaneously
- Working closely with others as part of a team
- Stressful and high-pressure environments
- Training, documenting, and multitasking

### JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY:

The Paramedic Supervisor is expected to protect the privacy of all patient information in accordance with the County's privacy policies, procedures, and applicable laws. Access to protected health information is limited to the extent necessary to complete assigned job duties. Violations may result in disciplinary action up to and including termination.

## **Americans with Disabilities Act Compliance**

Cherokee County is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request an ADA accommodation.

## **Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.