

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



TACTICAL PARAMEDIC ASSISTANT SUPERVISOR

JOB CODE: 50320

PAY GRADE: TPM 2

PAY RANGE: \$30.00/HOUR

GENERAL DESCRIPTION

Under the general direction of a SWAT Sergeant, this position performs supervisory and administrative functions as well as the professional work of the Tactical Paramedic. Functions are performed in a training or high-risk environment and operate within the guidelines provided by the Pinellas County Emergency Medical Services Director. Work is reviewed through observation and results obtained.

Position is on an as-needed basis, includes mandatory quarterly and annual training assignments, and requires members to be available for on-call rotations including nights, weekends, and holidays.

Members in this position must reside in the following counties: Pinellas, Hillsborough, Pasco, or Manatee.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary
- Ensures subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- Functions and is responsible for all essential responsibilities of the Tactical Paramedic and for the supervision of the Tactical Paramedics
- Assists the Tactical Paramedic Supervisor with training and operational supervision for up to eleven Tactical Paramedics
- Assists in the development and direction of training activities in order to maintain tactical paramedic operational readiness
- Reviews and signs off on a medical threat assessment in preparation for and/or at the conclusion of all high-risk incident responses

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- Reviews and approves time sheets
- Maintains logs, prepares reports, and gathers accurate statistics as directed
- Assists with monthly and annual training, reordering and stocking supplies, and scheduling educational classes
- Serves as liaison between law enforcement agencies and ambulance contractor
- Instructs, assigns, and supervises the work of subordinates through observation and written reports
- Assists superiors in preparation of annual budget requests for the Tactical Paramedic program
- Assists superiors in the preparation and/or development of goals and objectives
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

QUALIFICATIONS

- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U.S. Department of Education (DOE) or licensed as a degree granting institution by the Commission for Independent Education
- Valid State of Florida Paramedic Certification
- Pinellas County Certified Paramedic
- Minimum of three (3) years as a certified paramedic
- Minimum of three (3) years as a Tactical Paramedic
- Current Prehospital Trauma Life Support (PHTLS) certification
- Current Advanced Cardiac Life Support (ACLS) certification from the American Heart Association or equivalent
- Current Cardiopulmonary Resuscitation (CPR) course certification
- Current Emergency Pediatric Care (EPC) certification
- Current Advanced Practice Paramedic (APP) certification
- Completion of an approved forty (40) hour Tactical Combat Casualty Care (TCCC) / Tactical Emergency Medical Service (TEMS) course
- Must maintain appropriate, unrestricted credentials according to the licensure, certification, and registration requirements of the jurisdiction
- Requires that the member be at least 21 years of age
- Must be able to meet all legal requirements of Florida State Statute 790.06, License to Carry Concealed Weapon or Firearm within six (6) months of employment
- Member will be required to carry an agency issued handgun while on duty
- Must be able to meet all legal requirements of Florida State Statute 790.25(q) within one year of employment



- Completed an approved 80 hour Basic SWAT School
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work without direct, immediate supervision and with confidentiality
- Ability to cope with stressful situations and perform calmly
- Ability to work closely with others as a team
- Ability to work indoors and outdoors with occasional exposure to hazardous conditions including: blood/bodily fluids, chemical contaminated environments, fumes / odors, extended time-periods, and high temperature environments
- Expertise in making assessment/diagnoses and appropriate follow-through care and treatment, good decision making, organizational and time management skills
- Ability to follow organizational procedures, policies, practices, rules and regulations governing activities of the administrative functions
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace
- Ability to work with exposure to loud noises, mechanical, and electrical equipment
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace
- Ability to adhere, at all times, to the standards and principles of honesty and integrity, and to keep your private life unsullied as an example to all
- Ability to comply with the Drug Free Workplace Act

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Visual acuity of 20/30 vision standard in each eye; if corrective lenses must be used to satisfy 20/30 vision standard, uncorrected vision should be no worse than 20/100 in each eye
- Hearing acuity, single hearing levels should not exceed 25 decibels at either 500, 1000, or 2000 Hz nor exceed 30 decibels at 3000 Hz frequencies in each ear
 - Ability to perceive sounds at normal voice range and sounds transmitted by radio and sirens



- Ability to operate authorized semi-automatic handguns designated by the agency from a standing, crouching, kneeling, or prone position with either hand with accuracy, essentials for this requirement shall consist of, but not limited to the following: grip, stance, sighting under various lighting conditions, trigger control, body positioning, drawing techniques, and loading / unloading
- Must be able to conduct regular vigorous physical activity while wearing a full-face air purifying respirator, tactical vest, ballistic helmet, boots, and carrying a backpack with up to 20 lbs. of equipment
- Must be able to climb stairs and ladders while wearing and carrying tactical equipment / gear
- Must have full range of motion to administer medical attention and perform CPR
- Stand or walk while wearing and carrying tactical medical equipment / gear up to 12 hours per day
- Crawl while wearing and carrying tactical gear and medical equipment
- Lift and / or carry a minimum of 140 lbs. up to 200 lbs.
- Frequently bend, squat, kneel, reach and twist
- Ability to drive a motor vehicle in a safe and efficient manner. Essentials for this requirement shall include, but not limited to the following:
 - Ability to sit in a standard car seat
 - Ability to use right foot for operation of gas pedal
 - Ability to use right foot for operation of brake pedal
 - Ability to use column gearshift
 - Ability to obtain and maintain a valid Florida driver's license (minimum Class E)
 - Ability to utilize standard vehicle emergency equipment, ability to use mirrors for safe vehicle operation
 - Ability to properly identify colors utilized in descriptions

This list of functions, duties, responsibilities, skills, and physical abilities is not intended to be all-inclusive, and the employer reserves the right to assign additional functions and responsibility as deemed necessary.