



City of Tempe

EMERGENCY MEDICAL TRANSPORTATION SUPERVISOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	556	<i>Department:</i>	Fire
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Management Assistant
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click here for more job classification information including current salary range			

REPORTING RELATIONSHIPS
Receives general direction from the Assistant Fire Chief.
Provides direct supervision to assigned staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Three (3) years of administrative experience in the ambulance/rescue or similar industry including supervisory experience.
<i>Education:</i>	High school diploma, GED, or equivalency. A bachelor's degree related to the core functions of the position is preferred.
<i>License / Certification:</i>	Emergency Medical Care Technician - Paramedic Certification in the State of Arizona, Registered Nurse or Licensed Practical Nurse licensed to practice in the State of Arizona is preferred.
<i>Additional:</i>	Must not be on the Office of Inspector General (OIG) list of Excluded Individuals/Entities (LEIE).

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City's stated mission and values. To provide oversight of the business components of the medical transportation system including compliance with industry regulations, medical billing quality assurance, logistics, initial and on-going ambulance personnel training, data collection and analysis. To supervise the general performance of personnel assigned to ambulances.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Provide quality assurance, and review for accuracy, Emergency Medical Services (EMS) Patient Care Reports for medical billing and compliance purposes, Department of Health Services (DHS) compliance.
- Responsible for operational and financial performance monitoring and reporting, revenue cycle management;
- Provide management and oversight of medical reporting, billing, and collections processes;
- Actively coordinate with the Senior Fire Mechanic to ensure ambulances are properly maintained and vehicle downtime is minimized;
- Coordinate with Fire Service Inventory Technicians to manage EMS supply inventory and ensure that appropriate levels are maintained to support continual transportation operations;
- Coordinate with human resources on hiring, training, coaching, and professional development of new and existing ambulance personnel;
- Liaison with fire and medical stakeholders including private ambulance providers, automatic-aid partners, hospital networks, DHS, etc. as needed;
- Serve on related boards and/or committees as a representative of the Tempe Fire Medical Rescue Department (TFMRD), may include the Arizona Ambulance Association, regional committees, etc.;
- Work with the Information Technology Department to manage and maintain communications equipment;
- Work with Medical Services to properly equip and train employees on new ePCR software/hardware;
- Train EMT, Paramedics and other employees in industry-related subjects.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ: Competencies](#)

JOB DESCRIPTION HISTORY

Effective March 2017

Revised September 2018 (Update education experience under min quals and job duties)

Revised February 2022 (new benchmark)

Revise May 2024 (add'l requirements "Must not be on the Office of Inspector General (OIG) list of Excluded Individuals/Entities (LEIE)")