Supervision

This guideline explains the authority and responsibilities of each Shift Supervisor and Crew Chief.

- The on-duty Shift Supervisor is responsible for the operational activities of Catawba County EMS during the time he or she is on-duty.

- The on-duty Crew Chiefs (302, 303, 304, and 340) are responsible for their assigned personnel (i.e., scheduling, discipline, performance appraisals, etc…).

- Supervisory Coverage

    - The Shift Supervisor will assign a Crew Chief to cover his/her responsibilities in his/her absence.

- Crew Chief coverage:

    - When 302 is absent, 303 is responsible for his / her personnel
    - When 303 is absent, 304 is responsible for his / her personnel
    - When 304 is absent, 303 is responsible for his / her personnel
    - When 340 is absent, 308 is responsible for his / her personnel

- Evaluations / Timesheets / Leave Time

    - Each employee will be assigned to the EMS Manager, Training Officer, Shift Supervisor or Crew Chief. Each supervisor is responsible for their respective employee's annual evaluation, timesheet and requested annual leave time.