



## **Paramedic (2105)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 14

**Safety-Sensitive:** Yes

### **Purpose**

The purpose of this classification is to provide medical care to patients and transport them to medical facilities in both emergency and non-emergency situations. Other duties include community education at local schools and businesses and providing medical coverage at community events.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Distinguishing Characteristics:**

Incumbents in this classification have a higher degree of training, certification and experience in order to provide advanced medical treatment to patients and provide lead guidance, direction, and training to assigned staff.

### **Typical Duties**

Leads and coordinates daily work activities of assigned crew or co-workers: confers with supervisor to obtain direction regarding work assignments and priorities; organizes tasks in order to complete assigned work; monitors status of work in progress and inspects completed work; confers with co-workers, assists with complex/problem situations, and provides technical expertise; assists with training and instructing co-workers regarding operational procedures and proper use of equipment; assists with supervision of co-workers by reporting employee problems and providing input on disciplinary action and employee performance evaluations.

Provides basic, intermediate, and advanced life support treatment to patients, as well as transportation to appropriate medical facilities: assesses the condition of patients and makes decisions regarding proper courses of action; administers initial treatment at emergency scene, such as CPR, cardiac monitoring, medication calculation and administration, immobilization of body, wound treatment, control of bleeding, monitoring and relaying of vital signs, oxygen and IV therapy administration, sterile suctioning, intubation, defibrillation, EKG monitoring and the management of cardiac arrest and severe trauma patients; performs extrication of victims from wreckage, as necessary; maintains radio communications with dispatch center, hospital personnel, and other public safety agencies to receive and to transmit instructions involving patient care; and maintains all treatment-related documentation.

Maintains a state of readiness/preparation for emergency response: checks/maintains stock of equipment and supplies on emergency vehicles; re-loads equipment and apparatus following response to emergency calls; and assists in preparing apparatus for subsequent emergencies and in testing equipment.

Performs general maintenance tasks necessary to keep vehicles, equipment and tools in operable condition: inspects and tests equipment; replaces fluids; greases equipment; replaces parts; washes and

cleans equipment; monitors equipment operations to maintain efficiency and safety; and reports faulty equipment for necessary maintenance work.

Assists with providing the public with information regarding fire safety issues; participates in fire prevention, pre-fire planning and other fire education activities for other government agencies and the public; schedules and conducts fire safety programs; conducts tours of fire station and fire trucks.

Prepares and/or receives various records, reports, information and documentation, such as incident reports, patient care reports, equipment and vehicle maintenance forms, medical records, insurance forms, patient refusal forms, supply lists, invoices, etc.

Assists with providing the public with information regarding safety and emergency medical issues: makes presentations to schools and civic organizations.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new equipment, procedures, trends and advances in the profession; participates in physical fitness training and emergency drills; attends regular continuing education classes to remain knowledgeable and develop skills in emergency medical treatment.

Operates, drives, utilizes and/or maintains various medical equipment and tools, such as an ambulance, special protective clothing, medical diagnostic equipment, life support equipment, medical instruments and supplies, etc.

Performs other related duties as required.

### **Minimum Qualifications**

High school diploma or GED required, with vocational or technical training in emergency medical services; supplemented by five years of experience as an Emergency Medical Technician; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a paramedic certification.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license. Must possess and maintain Emergency Paramedic certification.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments. Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of heavy objects and materials (up to 100 pounds) and occasionally heavier items (100 pounds or over).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, disease, pathogenic substances, or rude/irate customers.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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