

**CODE: 3630**

**GRADE: 23**

**THOMAS COUNTY, GEORGIA  
JOB DESCRIPTION**

**JOB TITLE: PARAMEDIC  
EMERGENCY MEDICAL SERVICE DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs skilled and technical work directing emergency medical service operations for the County on an assigned shift. Work involves preserving and maintaining the quality of life of the patients. Employee is responsible to responding to the scene of emergency and non-emergency calls, applying necessary medical treatment to sick or injured persons, and transporting persons to a medical facility. Employee is responsible for performing in accordance with established emergency medical procedures and techniques. Employee is exposed to the normal hazards of emergency rescue work, including risk of exposure to infectious diseases and blood-borne pathogens. Reports to the Emergency Medical Service Shift Supervisor.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Performs patient care.

Performs ambulance and equipment daily checks.

Performs drug box checks; prepares documentation.

Provides cardiac rhythm interpretation.

Administers medication dosages; performs calculations.

Provides airway management and oxygen delivery.

Sees to patient stabilization to spinal or fractures.

Maintains confidentiality.

Performs emergency vehicle operation.

Evaluates medication and drug reactions and intervention.

Documents patient care and treatment.

Makes treatment and diagnosing decisions.

Performs extrication of patients from wreckage.

## **PARAMEDIC**

Ensures the safety of the patients and partners.

Attends continuing education; maintains a constant review of changing medical treatments and new medications.

Performs the cleaning and maintenance of the Emergency Medical Service station.

Receives and/or reviews various records and reports including medical charts, insurance cards, and various other records, reports, memos, correspondence, etc.

Prepares and/or processes various records and reports including patient records, vehicle checklist, and various other records, reports, memos, correspondence, etc.

Refers to emergency protocols, Emergency Medical Service standards of operation, emergency critical care, road maps, Physicians Desk Reference, medical periodicals, training manuals, etc.

Operates ambulances and a variety of office and specialized equipment such as cardiac monitor, continuous positive airway pressure, intravenous pumps, blood pressure monitor, extrication equipment, telephone, computer, etc.

Uses surgical equipment, diagnostic equipment, first aid supplies, electric cutting tools, hydraulic tools, respiratory tools, medical equipment, replacement parts, testing materials, isolation supplies, and computer software such as Microsoft Word, Georgia Emergency Medical Service web base report, Microsoft Publisher, Microsoft Excel, Microsoft Access, Web Publishing, etc.

Interacts and communicates with various groups and individuals including immediate supervisor, physicians and nurses, patients, co-workers, patient's family members, Fire and Law Enforcement, ethnic and religious groups, and the general public.

May perform any of the following procedures if allowed by the County Emergency Medical Services System in which they function: (1) patient assessment; (2) basic life support techniques in accordance with the American Heart Association or American Red Cross, including airway management and cardiopulmonary resuscitation; (3) oxygen administration; (4) hemorrhage control; (5) treatment for shock; (6) bandaging and dressing soft tissue injuries; (7) application of military anti-shock trousers; (8) splinting fractures and dislocations; (9) treatment of injuries to the head, face, eye, neck, and spine; (10) treatment of injuries to the chest, abdomen and genitalia; (11) provision of basic life support for medical injuries; (12) assisting in normal and abnormal childbirth; (13) treatment of injuries as a result of exposure to heat and cold; (14) treatment of burns; (15) lifting and moving patients for transfer to a medical facility; and (16) extrication of patients from confined areas.

Responds to non-emergency calls, such as requests to transport patients from hospitals to their homes or from a local medical facility to a specialized medical center.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

\*\* - Additional protocols employed in various emergency medical situations are referenced in the Emergency Medical Standard Operating Procedures Manual.

## PARAMEDIC

### MINIMUM TRAINING AND EXPERIENCE

Requires a vocational diploma/degree and two to three years of experience in emergency medical services work; or any combination of training and experience, which provides the required knowledge, skills and abilities.

### SPECIAL REQUIREMENTS

Must have successfully completed required emergency courses and certification such as Pediatric Advanced Life Support, CPR, Advanced Cardiac Life Support, Paramedic License, etc.; may be required to possess additional certification(s) as deemed necessary by the County. Must possess a valid Georgia driver's license.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including suction units, immobilization equipment, intravenous infusions, M.A.S.T. pants, syringes and medications, and automatic cardiac/defibrillator monitors, two-way radios, mechanic's tools, etc. **Must be physically able to operate a motor vehicle.** Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 20 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are for Very Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, logs, etc. Requires the ability to prepare a variety of reports, forms, logs, records, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including medical terminology and emergency response codes.

## PARAMEDIC

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in lifting and positioning or transporting objects, **and operating motor vehicles.**

**Manual Dexterity:** Requires the ability to handle a variety of items, such as emergency medical equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

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