



Marion County Board of County Commissioners

POSITION DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PARAMEDIC

Department: Fire Rescue
Pay Grade: 501
FLSA Status: Non-Exempt
Job Class: 5510
Risk Code: 7705

JOB SUMMARY

Responsible for performing technical and specialized work functions associated with providing quality medical care to all members of the community in the event of medical emergencies, natural disasters, hazardous situations, environmental emergencies, motor vehicle accidents, and other life and death situations.

ESSENTIAL JOB FUNCTIONS

- Responds to emergency calls relayed by dispatchers. Reads maps, drives ambulance to emergency site using the most expeditious route possible, and observes traffic ordinances and regulations.
- Evaluates scene on arrival and determines nature and extent of illness or injury. Takes pulse, blood pressure, and visually observes changes in skin colors. Makes determinations regarding patient status by interpreting diagnostic signs.
- Establishes priority for emergency care and initiates basic life support and advanced life support procedures at the scene as necessary.
- Provides re-hydration/rehabilitation and medical treatment to victims, firefighters, and/or other personnel at the scene as necessary.
- Renders appropriate emergency care, based on competency level, to stabilize the patient such as Cardiopulmonary Resuscitation (CPR), spinal immobilization, providing oxygen, triage, and administration of intravenous drugs or fluid replacement as directed by a physician. Assesses the effects of treatment.
- Uses medical equipment, based on competency level, such as but not limited to cardiac monitor, defibrillator, performs endotracheal intubation to open airways and ventilate patients. Uses other adjunct airways as needed under the direction of a physician.
- Follows infection disease protocol and practices proper disposal of biohazard waste.
- Reassures patients and bystanders. Avoids mishandling patient and undue haste and searches for medical identification emblem to aid in care.
- Radios dispatcher for additional assistance or services and requests/provides flight rescue service if required. Provides additional emergency care while following established protocols.

- Complies with regulations in handling deceased. Notifies authorities and arranges for protection of property and evidence at scene.
- Determines appropriate facility to which patient will be transported. Reports nature of illness to that facility and requests instructions/directions from hospital physician or emergency department.
- Observes patient enroute and administers care as directed by physician or emergency department or according to published protocol and identifies diagnostic signs that require communication with facility.
- Reports verbally and in writing observation about and care of patient at the scene and enroute to facility. Provides assistance to emergency staff as required and documents all activity in assigned position.
- Assists in lifting, carrying, and transporting patient to ambulance and on to a medical facility.
- Prepares for, attends, and testifies in courtroom hearings and judicial proceedings as required.
- Prepares, decontaminates, inspects, inventories, repairs, and/or maintains medical equipment and supplies, first aid materials, and vehicles for safe operation and tests all equipment on a regular basis and checks for future readiness.
- Communicates effectively and coherently over two-way radio channels while initiating and responding to radio communications.
- Responds to questions, complaints, and requests for information/assistance from the general public, patients, fire, law enforcement, other medical personnel, various agencies, employees, officials, supervisors, or other individuals.
- Inventories and restocks ambulance and station supplies and equipment. Orders and maintains sufficient amount to ensure adequate availability to perform daily tasks.
- Maintains current field manuals, policy and procedures, employee handbooks, various maps, addresses, and related material for reference and/or review. Reads medical journals and other professional literature and maintains professional affiliations.
- Attends shift meetings and in-service training as required to remain knowledgeable of departmental operations, to promote improved job performance, and to stay current with changing emergency medicine techniques, state/local policies, procedures, codes, and laws.
- Prepares and/or receives a variety of forms, logs, requests, reports, correspondence, and other documents associated with daily responsibilities of this position. Reviews, completes, processes, approves, forwards, maintains, and/or takes other action as appropriate. Prepares and maintains files and records.
- Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when activities are related to investigations within county jurisdiction.
- Operates a personal computer, printer, calculator, copy and facsimile machines, telephone, radio, or other equipment as necessary to complete essential functions, to include word processing, spreadsheet, database, or other system software.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position has no supervisory responsibilities.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Florida State Certified Paramedic.
- American Heart Association or Red Cross CPR certification.
- Advanced Cardiac Life Support certification.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively one-on-one with customers and employees of the organization.
- Ability to perform, addition, subtractions, multiplication, and division.
- Ability to calculate decimals and percentages and may include the ability to perform mathematical operations with fractions.
- Ability to compute discount, interest, and ratios and may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to exercise some judgment in selection of procedures, methods, tools, or equipment to own work to accomplish tasks.
- Knowledge of geographical features of Marion County and landmarks, location, and responsibilities of County and State agencies, and the ability to maintain records.
- Knowledge of EMS procedures and equipment.
- Ability to perform advanced life support skills such as cardiac monitoring, defibrillation, transcutaneous pacing, placement of an advanced airway, including endotracheal intubation, initiation of intravenous access, administration of medications and fluid replacement under the direction of a physician.
- Ability to perform basic life support such as CPR, bandaging, splinting, ventilation using an adjunct airway, cervical spine immobilization under the direction of the Medical Director.
- Ability to maintain composure in stressful situations and to remain calm during emergencies.

PHYSICAL DEMANDS

The work is very heavy work which requires exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to handle, hear, kneel, lift, reach, speak, stand, walk, and stoop.

WORK ENVIRONMENT

Work is performed in a wide variety of indoor and outdoor environments. While performing the duties of the job, the employee will have exposure to extreme weather conditions. Operations typically expose employees to a wide variety of adverse or hazardous environments. Extreme temperature variations, loud noises, fumes, and noxious or airborne particles, vibrations, and potentially hazardous diseases and substances is possible.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.