



Greenwood County, SC Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Paramedic Crew Chief	Department: EMS Operations	
Pay Grade: 116	Revised: 7/1/15	

General Description

The purpose of this class within the organization is to assist the EMS Shift Supervisor; supervises an assigned shift of Emergency Medical Technicians and Paramedics. Performs South Carolina approved Paramedic skills as allowed by local medical control and rescue acts.

Works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Conducts CPR, cardiac monitoring, 12 lead interpretation, medication calculation and administration, splint applications, wound treatment, controls bleeding, monitors and relays vital signs, and performs all basic as well as advanced skills.

Administers oxygen and IV therapy, sterile suctioning, intubation, defibrillation, ECG monitoring and the management of cardiac arrest, pleura decompression and management of severe trauma patients.

Responsible for chain-of-custody of controlled substances.

Accomplishes routine maintenance on emergency equipment and vehicles.

Additional Duties:

Operates radio communications with dispatch center, hospital personnel and other public safety agencies to receive and to transmit instructions Involving patient care.

Provides instructions to first responders and bystanders in the use of first aid equipment.

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Completes emergency response reports; records critical information about patient assessment and treatment.

Ensures proper stocking and inventory of transport units and stations.

Assists EMS supervisors as directed.

Transports patients to other facilities and home.

Performs related work as assigned

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Copies, transcribes, enters or posts data or information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Provides information, guidance or assistance to people that directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

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Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

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Performs skilled work involving and rules/systems, with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is moderately serious – affects work unit and may affect other units or citizens or loss of life could occur but probability is low.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs medium to heavy work that involves walking, standing, stooping, lifting, digging, pushing and raising objects and also involves exerting between 20 to 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis. May lift between 200 plus pounds, including moving patients to safety or onto stretchers.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

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Involves routine and frequent exposure to radiation, disease/pathogens, potentially violent environments, traffic hazards and inclement weather.

Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Minimum Education and Experience Requirements:

Preferred Bachelor's Degree or Associate Degree or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Paramedic certification for three years plus five years of EMS experience. Must be in good physical health. Must possess a valid state driver's license.

Special Certifications and Licenses:

South Carolina Paramedic Certification.

Valid South Carolina Driver's License

Certifications in ACLS and CPR.

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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