



# 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	Department: EMS Operations	
Pay Grade: 114	Revised: 7/1/15	

## **General Description**

The purpose of this class within the organization is to respond to emergency calls; assesses the condition of patients; makes decisions regarding proper courses of action. Performs South Carolina approved Paramedic skills as allowed by local medical control. Provides basic, intermediate and advanced life support treatment to patients; transports to appropriate medical facility.

Works under general supervision, independently developing work methods and sequences.

## **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:**

Responds to emergency calls, providing basic, intermediate, and paramedic life support treatment and first aid to patients, as well as transportation to appropriate medical facility. Obtains patient medical history if possible; assesses physical condition of patients and assists in making decisions regarding proper courses of action. Performs such duties as CPR; cardiac monitoring, medication calculation, and administration, splint application; wound treatment; control of bleeding; monitoring and relaying of vital signs; oxygen administration; sterile suctioning; intubation; intravenous therapy; blood glucose monitoring; and esophageal obturator, pharyngeal tracheal lumen, and combi-tube airways.

Extricates victims from wreckage as necessary.

Responsible for chain of control for controlled substances.

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## **Additional Duties:**

Performs safety checks and assures maintenance is performed on ambulances.

Transports patients to other facilities and home.

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.

Assist with new employees orientation/training.

Determines the need for back-up assistance.

Performs related work as assigned.

Replenishes inventory of truck, equipment and building.

Participates in public relation activities as necessary.

Transports patients to other facilities and home.

Assist with general housekeeping of station.

Performs related work as assigned.

Attends in service training as required.

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## **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.*

Speaks with or signals to people to convey or exchange information of a general nature.

### **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 or supplies.

### **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.

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## **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.*

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

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## **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 very heavy work that involves constantly lifting, pushing, and carrying over 200 pounds on a regular and recurring basis and exerting 100 pounds of force on a frequent basis. Includes moving patients to safety or onto stretchers.

## **Equipment Usage:**

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

Handles or uses machines, tools, equipment or work aids involving some 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.*

Involves routine and frequent exposure to radiation; disease/pathogens.

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### **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 responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

### **Minimum Education and Experience Requirements:**

Require High School diploma or GED with prior EMT experience or Associates Degree in EMS

### **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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