

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Paramedic (Required to be a Florida Certified Firefighter II within one year)

DEPARTMENT: Fire and Emergency Medical Services

GENERAL DESCRIPTION:

To protect life by performing prehospital emergency medical techniques and patient care procedures. Responsible for traveling to emergency medical situations to provide a range of care to patients, responds to disasters and other emergencies. Must comply with all county and department policies and procedures. Work is performed under the general supervision of a Lieutenant, Battalion Chief, or Division Chief.

ESSENTIAL JOB FUNCTIONS:

1. Quickly and efficiently assess a patient's condition and determine the best course of treatment.
2. Performs pre-hospital emergency medical care and basic or advanced life support as directed.
3. Responds to local and out of county emergency and non-emergency calls.
4. Receives emergency and non-emergency calls from dispatch; transports patient safely in an ambulance using the most expeditious route.
5. Assists in loading patient and provides transportation of patient to a medical facility. Transfer patients to the emergency area of the hospital or other healthcare facility
6. Inspects vehicle daily; insures that vehicle is clean, fully equipped and in proper operating condition and in compliance with all state and local laws.
7. Clean and decontaminate ambulance after transporting or treating any patient. Restocks ambulance as needed. Makes up stretcher and cleans inside of vehicle after each call.
8. Administer drugs as appropriate and necessary via injection, intravenous procedures or oral administration under the direction of a physician.
9. Communicate and coordinate with dispatchers, fire department personnel, police and other emergency medical team members as needed to ensure that all applicable personnel are prepared to receive the patient and ensure proper treatment. Prepares reports as required.
10. Utilizes all required safety measures when performing assigned job duties.
11. Assists in housekeeping and routine office work as required.
12. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
13. Face tattoos (from ear to ear and hairline of the forehead to the bottom of the chin) are prohibited.
14. Maintains regular physical attendance during normal work hours as assigned at one of the county's offices or work facilities with the ability to work evenings, nights, weekends, work shifts, callbacks, and holidays as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as requested.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of emergency medical equipment, operation and maintenance.
- Knowledge of critical care equipment.
- Knowledge of basic and advanced life support emergency medical treatment.
- Knowledge of defensive driving techniques and methods and ability to execute such methods quickly and efficiently.
- Knowledge of Sumter County's street systems and geography.
- Knowledge of telephone etiquette.
- Knowledge of departmental Standard Operating Procedure (SOP) manual.
- Ability to rapidly determine locations by quadrant addressing.
- Ability to react quickly and efficiently in emergency situations.
- Ability to follow precise technical instructions in an emergency situation.
- Ability to perform EMS related functions in emergency or non-emergency situations as necessary.
- Ability to work effectively with the public, co-workers, and related agencies.
- Ability to communicate effectively both verbally and in writing.
- Ability to work under pressure and meet deadlines.
- Ability to follow verbal and written instructions.
- Ability to follow through on designated tasks.
- Ability to access, input and retrieve information from a computer.
- Ability to perform prolonged and arduous work under adverse conditions.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida driver's license of the correct class for the vehicle driven, and driving record acceptable to insurance provider.
- Florida Certified Emergency Medical Technician Paramedic (EMT-P) as per Florida State Statute 401.27
- Possession and maintenance of a current American Heart Association (or approved equivalent) CPR card; as well as ACLS.
- Certification by the Sumter County Medical Director is required and must be maintained as a condition of employment.
- Required National Incident Management System (NIMS) certifications within six (6) months of employment.
- Must possess a Certificate of Compliance (Florida Certified Firefighter II) as per Florida State Statute 633.406(1)(a) and promote to Firefighter/Paramedic, within one year of employment.

ESSENTIAL PHYSICAL SKILLS:

- Ability to pass SCFEMS Physical Ability test.
- Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Crawling
- Kneeling
- Balancing
- Stooping
- Climbing

- Crouching
- Reaching
- Walking
- Standing
- Sitting
- Pushing
- Pulling
- Lifting
- Fingering
- Grasping
- Feeling
- Talking
- Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or fingers.
- Able to wear protective clothing.
- Ability to pass "PPE" mask fit test procedures.

VACCINATIONS:

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

ENVIRONMENT CONDITIONS:

- Works inside and outside in various weather conditions with noise, slippery surfaces, and uneven surfaces.
- Extreme cold: Temperatures below 32 degrees for periods of more than one hour.
- Extreme heat: Temperatures above 100 degrees for periods of more than one hour.
- Noise: Sufficient noise to cause the worker to shout in order to be heard.
- Vibration: Exposure to oscillating movements of the extremities or the whole body.
- Hazardous situations: Proximity to moving mechanical parts, electrical current, working on scaffolding and high places (up to 100 feet), and exposure to chemicals.
- Atmospheric conditions: One or more of the following conditions that affect respiratory conditions or the skin: Fumes, odors, dust, mists, gases, or poor ventilation.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Non-Exempt Status

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