

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.**

We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment.

Date:	2/13/2018	Department:	Public Safety (5105)
Title/(Status)/Job Code:	Paramedic (0829)	Reports To:	EMS Supervisor
Pay Grade/Salary Range:	PG – 204 \$31,800.60 - \$49,290.93	Closing Date:	Until Filled

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

A paraprofessional position responsible for rendering advanced pre-hospital life support functions, other emergency care and rescue services.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Provides Basic and Advanced Life Support care (in compliance with Chapter 401 Florida Statutes, and Chapter 10D-66, F.A.C.) according to the established County E.M.S. Procedures Manual and applicable Protocols and Standing Orders, to persons in need of medical attention.
- Administers pre-hospital emergency rescue and medical services, and advanced life support. Under supervision of a licensed physician, protocol and standing orders, performs the following: defibrillate a pulseless, non-breathing patient; administers intravenous electrolyte or glucose solutions; performs gastric suction by intubation; endotracheal intubation; esophageal intubation; administers parenteral injections as allowed by emergency medical services rules and/or as deemed necessary by the ALS Medical Director.
- Occasionally fills in as an EMT on a BLS unit as directed by the EMS Supervisor and/or Director. Serves as an ambulance driver as needed. Handles emergency and non-emergency patient transfers as assigned, including both in-county and out-of-county. Completes necessary written reports, including patient reports, patient bills, and daily team and unit reports, in a timely, accurate fashion. Cleans and maintains ambulance and equipment on a daily basis, including maintaining required inventory of ambulance supplies and equipment. Keeps assigned station clean.
- Responds productively to change and performs all other related tasks as required and as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Cardio-Pulmonary Resuscitation, Advanced Cardiac Life Support, and the use of other life-sustaining equipment and practices. Knowledge of safety and comfort measures and methods in the handling and treatment of patients.

- Knowledge and skill in defensive driving methods. Ability to become familiar with the roadway/highway systems within Highlands County. Knowledge of Florida safety requirements and privileges when responding to non-emergency and emergency calls. Knowledge of Florida traffic and driving regulations.
- Ability to communicate effectively both orally and in writing. Ability to make sound judgments. Ability to work as part of a team. Ability to adhere to physician instructions, protocols and standing orders. Ability and skill to perform minor maintenance repairs on an ambulance. Must have legible handwriting.

PHYSICAL SKILLS:

Use of both hands with dexterity.

- Use of near and far vision.
- Complete hearing, use of both feet.
- Ability to operate a motor vehicle continuously for up to four (4) hours.
- Ability to climb, including stairs and ladders.
- Ability to lift and carry up to 100 pounds frequently.
- Must have successfully passed a departmental lifting test and be physically able to perform job duties. Must be approved by the E.M.S. Medical Director to practice as a Paramedic. Both indoor and outdoor work in a demanding, stressful environment. Frequent exposure to blood-borne pathogens. Occasional exposure to hazardous material and/or confined space situation.

MINIMUM QUALIFICATIONS:

1. **EDUCATION AND EXPERIENCE:**

Maintain current Florida Paramedic certification and AHA/advanced Cardiac Life Support certification. Certification of completion of a Florida approved E.V.O.C. defensive driving course 16 hours. Must be approved by the E.M.S. Medical Director to practice as a Paramedic. No comparable amount of training or experience may be substituted for the minimum qualifications.

2. **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

Must hold a current valid Florida Commercial Driver's License, Must have acceptable personal/professional driving history verifiable through State Drivers License Office.

OTHER JOB RELATED REQUIREMENTS:

Disaster Essential