

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

**Agency:** Board of Commissioners      **Unit:** Emergency Services  
**Name:**      **Position Title:** Paramedic  
**Class Title:** Paramedic (Hired on or after 5/1/08)      **Class Number:** 31112

**Dept./Div.:** Emergency Medical Services      **Civil Service Status:** Classified  
**Reports To:** EMS Captain      **Employment Status:** Part-time  
**Pay:** Collective Bargaining Agreement      **FLSA Status:** Non-Exempt

**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education with training and experience as an Emergency Medical Technician-Paramedic, successful background check, or equivalent combination.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

State of Ohio EMT-Paramedic Certification, Advanced Cardiac Life Support Certification, Cardiopulmonary Resuscitation Certification, and a valid Ohio drivers license with an acceptable driving record.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all-inclusive.

Ambulance, auto-vent, pulse oximeter, two-way radio equipment, sphygmomanometer, power lawn mowing equipment, power hand tools, cardiac monitor.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING**

**CONDITIONS:** For purposes of ORC 4167.

Occasional - Exposure to constant or intermittent loud noise; exposure to fumes, noxious odors, dusts, mists, gases and/or poor ventilation; works in proximity to moving and/or mechanical parts; exposure to possible electric hazards; exposure to toxic, caustic or hazardous substances; works in confined spaces; works in or around trenches, ditches and other excavations; exposure to flammable and/or combustible substances; works in or around crowds; exposure to potentially vicious animals; exposure to fire.

Periodic - Exposure to hot, cold, wet, humid or windy weather conditions; contact with potentially violent or emotionally distraught persons; operates or works in proximity to moving motor vehicles; exposure to bodily waste, tissue or fluids; exposure to hazardous waste; lifting and transporting of obese patients; physically lifting and carrying of patients by use of stair chair / backboard / smith cot / etc, for distances that could exceed fifty (50) feet or more and up to five (5) stories.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Printed Name)

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## POSITION DESCRIPTION

**Agency:** Board of Commissioners  
**Name:**  
**Class Title:** Paramedic(Hired on or after 5/1/08)  
**Supervisor's Title:** EMS Captain  
**Unit:** Emergency Services  
**Position Title:** Paramedic  
**Class Number:** 31112  
**Number:** 31113

**Normal Working Hours:** A,B,C Shift (twenty-four hours on forty-eight hours off)

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

#### JOB DUTIES: In order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: (\* indicates developed after employment)

50% (1) Provides emergency medical assistance and advanced life support in conjunction with an M.D., D.O., or physician advisory board; starts I.V.'s; maintains patient's breathing by intubation; administers medications; operates advanced life support equipment; assesses vital signs; controls bleeding; assists childbirth; immobilizes fractures; communicates with patients, families and other emergency personnel to conduct rescue operations; maintains radio communications with hospitals; transports patients to medical facilities; prepares and submits reports and records of treatment, nature of problem and patient identification to hospital personnel.

(1) **Knowledge of:** (a)\*; (b); (c); (d).  
**Skill in:** (f); (g).  
**Ability to:** (h); (i); (j); (k); (l); (m); (n); (o); (p).

15% (2) Tests and maintains advanced life support equipment and instruments for proper operation; inventories and restocks drugs and medical supplies; maintains inventory of medical supplies and medications; inspects, cleans and performs maintenance on ambulance; maintains station and grounds.

(2) **Knowledge of:** (a)\*.  
**Skill in:** (g).  
**Ability to:** (j); (q); (r).

15% (3) Maintains records and logs of runs and treatments provided; conducts demonstrations and tours for general public; attends seminars and training to maintain proficiency and certification.

(3) **Knowledge of:** (a)\*; (e).  
**Ability to:** (j); (l); (s);(t).

#### OTHER DUTIES AND RESPONSIBILITIES:

20% (4) Maintains cleanliness and orderliness of station; sweeps floor, washes dishes, mows lawn around station, shovels snow, washes windows, etc.

(4) **Ability to:** (q).

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<b>Name:</b>		<b>Position Title:</b>	Paramedic
<b>Class Title:</b>	Paramedic (Hired on or after 5/1/08)	<b>Class Number:</b>	31112

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**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge of:** (a) organizational policies and procedures\*; (b) emergency medical care procedures; (c) advanced life support methods, procedures and techniques; (d) geographical layout of County; (e) records preparation and management.

**Skill in:** (f) motor vehicle operation; (g) operation of equipment and instruments used in providing advanced life support.

**Ability to:** (h) recognize symptoms and take appropriate action; (i) exercise sound judgment under stressful conditions; (j) follow detailed oral and written instructions; (k) develop and maintain effective working relationships; (l) communicate effectively; (m) add, subtract, multiply and divide whole numbers; (n) demonstrate ability to lift, push and / or pull up to 125 pounds; (o) operate radio equipment; (p) prepare accurate documentation; (q) custodial methods and techniques; (r) mechanical maintenance; (s) prepare and deliver speeches and presentations; (t) travel to and gain access to work sit

