

	St. John's Fire District	
	Position Description	
	Paramedic Specialist	
	Division: Operations	Shift: 48/96
	FLSA Status: Non-Exempt Revised Date: 06/01/2026	

Directly Reports To (Position): Assigned Operational Battalion Chief

Position Summary:

Provides efficient and immediate basic and/or intermediate life support care to the critically ill or injured patients at incident scenes. Provides care until care is transferred to emergency medical services (EMS) for transport or hospital personnel. May administer medication(s) orally, nasally, intravenously, or by injection; use equipment to include but not limited to cardiac monitors, airway suction units, and other medical equipment. May administer advanced life support care to sick or injured individuals in accordance with applicable standing orders and industry regulations. Performs various exterior fire suppression and support functions as needed.

Cultural Expectations:

- Encourages a culture where constructive feedback is normalized and the drive for self-improvement overrides individual ego, personal agendas, and preservation of perceived reputation.
- Provides career consultation and development to ensure individuals under their command reach their personal and professional potential.
- Emphasizes that safety must always be prioritized over personal relationships and the desire for acceptance.
- Building successful teams through coaching and training with an emphasis on building trust, productive conflict, commitment, accountability, and results.
- Maintain a passion for excellence in fire and emergency services delivery and prioritizes organizational and personal accountability.

Essential Functions:

- Provide leadership during medical/trauma incidents by controlling the scene and directing EMTs and other responders.
- Administer BLS and ALS care to sick or injured persons in pre-hospital settings.
- Administer medications orally, nasally, intravenously, or by injection when applicable.
- Conducts post-hospital follow-up care including, but not limited to medication reconciliation and management, clinical evaluation and treatment, social and behavioral health needs assessment and referral, and patient education.
- Conduct daily inspections of the department's equipment and apparatus and ensure that equipment and apparatus are in place and ready for use.
- Ensure all pre-hospital medication quantities are correct and in-date.
- Supports department Quality Assurance Program through reviews of electronic patient care reports for assigned shift.

- h. Assist Chief Medical Officer with inventory control and logistics related to emergency medical services as needed
- i. Perform emergency and non-emergency driving roles of assigned fire department apparatus and vehicles.
- j. Participates in community outreach events.
- k. Performs all other duties deemed necessary by the Deputy Fire Chief and Fire Chief.

Emergency Assignments

Every St. John's Fire District employee has regular and recurring emergency management responsibilities, though not every position requires routine deployment to natural or manmade disasters. All positions are subject to emergency recall for emergency management operations. This may require irregular work hours, work at locations other than their official duty stations, and may include duties other than those specified in their official job description.

Minimum Education and Qualifications:

- High School Diploma or General Education Degree (GED)
- One (1) year of related experience (EMS, Fire Department, Medical Field)
- Valid National Registry Emergency Medical Technician – Paramedic Certification
- Valid CPR Certification
- Valid South Carolina Driver's License (or valid license from another state with the ability to obtain SC license within 1 month of hire)

Preferred Education and Qualifications:

- Current ACLS Certification
- Current PALS Certification
- CPR / BLS Instructor Certification
- NIMS ISC-300
- IFSAC / Proboard Firefighter 1 & Firefighter 2

Ability to:

- a. Provide leadership during medical/trauma incidents by controlling the scene and directing EMTs and other responders.
- b. Administer BLS and ALS care to sick or injured persons in pre-hospital settings.
- c. Administer medications orally, nasally, intravenously, or by injection when applicable.
- d. Conducts post-hospital follow-up care including, but not limited to medication reconciliation and management, clinical evaluation and treatment, social and behavioral health needs assessment and referral, and patient education.
- e. Conduct daily inspections of the department's equipment and apparatus and ensure that equipment and apparatus are in place and ready for use.
- f. Ensure all pre-hospital medication quantities are correct and in-date.
- g. Supports department Quality Assurance Program through reviews of electronic patient care reports for assigned shift.

- h. Assist Chief Medical Officer with inventory control and logistics related to emergency medical services as needed
- i. Perform emergency and non-emergency driving roles of assigned fire department apparatus and vehicles.
- j. Participates in community outreach events.
- k. Performs all other duties deemed necessary by the Deputy Fire Chief and Fire Chief.

Fire Department Auxiliary & Support Functions:

- a. Assist with establishing a water supply on fire scenes.
- b. Place ground ladders for access and egress on a fire scene as directed by fire companies and / or incident commanders.
- c. Operate exterior handlines and master stream devices on fire scenes.
- d. Provide medical evaluation for fire personnel and other responders on incidents scenes.
- e. Assist with the setup and operation of incident rehabilitation needs on incident scenes.
- f. Provide medical support of District's special operations programs.
- g. Perform other tasks or assignments as directed by the Fire Chief or their designee.

Working Conditions

Primary Work Location: Outdoor/Indoor and medical facilities

Protective Equipment Required: Nitrile or latex gloves, eye protection/face shield, N95 or higher respirators, surgical/procedure masks, and disposable gowns or coveralls for infection control; structural firefighting PPE (turnout coat, pants, helmet, gloves, and boots) and Self-Contained Breathing Apparatus (SCBA) when performing fire suppression support functions; high-visibility safety vest; hearing protection as conditions require.

Environmental/Health and Safety Factors: Exposure to bloodborne pathogens and communicable or infectious diseases; potential exposure to hazardous materials, chemical, biological, and radiological agents; extreme weather conditions including heat, cold, high humidity, and adverse weather typical of the Lowcountry environment; exposure to smoke, toxic gases, and fire during suppression support activities; risk of vehicle accidents during emergency driving; potential exposure to violent or combative patients and bystanders; elevated noise levels from emergency apparatus and equipment; risk of slips, trips, and falls on uneven, unstable, or wet terrain; and risk of musculoskeletal injury from patient handling and physical exertion.

Physical Demands: Heavy and frequent lifting, carrying, pushing, and pulling of patients, stretchers, and medical or fire equipment (up to 125 lbs or more with assistance); prolonged standing, walking, bending, stooping, kneeling, and crouching; climbing stairs and ladders; operating in confined or elevated spaces; sustained physical exertion while wearing full PPE including SCBA; performing continuous chest compressions and other physically demanding medical interventions; operating emergency apparatus and vehicles; extended periods of physical

activity during prolonged incidents; must meet and maintain STJFD physical fitness standards throughout employment.

Mental Demands: Ability to make rapid, sound, and life-critical decisions under pressure with incomplete information; sustained situational awareness and concentration during high-stress, multi-casualty, and complex incidents; emotional resilience when responding to traumatic events, death, and scenes of human suffering; effective prioritization and triage of simultaneous competing demands; maintaining professional composure and clinical judgment under personal and operational stress; tolerance for irregular schedules including extended shifts, overnight assignments, and mandatory emergency recall; awareness of cumulative stress, compassion fatigue, and critical incident stress exposure inherent to the role; commitment to continuous learning and skill maintenance to remain current with evolving clinical protocols, medications, and equipment standards.

Americans with Disabilities Act Compliance (ADA)

The St. John's Fire District is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request ADA accommodation.

Disclaimer

The above information on this position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

I acknowledge that St. John's Fire District has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

_____ Employee Signature	_____ Date
_____ Fire Chief (or HR) Signature	_____ Date

