

## County of Henry Job Description

**Job Title:** EMT- Paramedic/Firefighter  
**Department:** Public Safety  
**Reports To:** EMS Coordinator  
**Location:** Public Safety Complex - DuPont  
**FLSA Status:** Non-Exempt  
**Shift:** Variable  
**Salary Grade:** 17  
**Approved Date:** September 1, 2010

### **SUMMARY**

Responds to emergency situations; safely operates emergency service apparatus, visually assesses emergency scenes for hazards to safety, drives and operates assigned apparatus and equipment and assumes responsibility for its care, performs a full range of duties in providing emergency medical and rescue services, the prevention and suppression of all types of fires, hazardous materials incident response, and performs duties necessary to preserve life and property and other related work as required. Works cooperatively with volunteers doing the same or similar task.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Respond to emergency calls and provide paramedic level patient care or firefighting assistance.

Provide Advanced Life Support and other EMS stabilization procedures.

Perform rescue from potentially life-threatening situations.

Prepare accurate records and reports as required for EMS and fire related responses.

Operate emergency equipment and vehicle as required.

Assist in maintenance of equipment related to the County EMS and Fire service.

Assist in maintenance of buildings and grounds related to the County EMS and Fire service.

Assist in maintenance of vehicles related to County EMS and Fire service.

Replenish supplies and materials as needed for County EMS and Fire service.

Assist in fire and safety inspections/investigations of public and private property as required.

Assist in providing EMS, Fire, and general Safety training to the public.

Assist in providing EMS, Fire and Hazardous Materials training to volunteers.

Assist in recruiting EMS and Fire volunteers.

Assist in reviewing emergency call reports for quality assurance as requested.

Obeys all safety rules, including federal, state and County/PSA rules. Exercise caution in all work activities.

Other tasks and activities as assigned in reference to EMS, Fire and Emergency Services.

### **ADDITIONAL DUTIES & RESPONSIBILITIES**

Assist in the protection of property via fire-suppression and fire related activities.

Assist with Hazardous Materials Incident responses and other emergency services activities.

### **SUPERVISORY RESPONSIBILITIES**

None

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Associate's degree (A. S.) or equivalent from a two-year college or technical school; or one year related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret technical journals, and legal documents. Ability to respond to common inquiries or complaints from volunteers, medical agencies community organizations and the general public. Ability to promote public awareness of programs and activities.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, medication dosages, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **OTHER SKILLS AND ABILITIES**

Thorough knowledge of emergency medical services administration, management, practices, procedures and medical treatment required.

Thorough knowledge of laws and regulations pertaining to EMS.

Ability to wear and operate a self-contained breathing apparatus (SCBA) and other personal protective equipment such as firefighter turnout gear and hazardous materials suits.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Virginia Drivers License

Virginia Certification as an Emergency Medical Technician – Paramedic.

Emergency Vehicle’s Operators’ Course Certification

Virginia Department of Fire Programs Fire Fighter 2 or ability to obtain within 18 months of employment

Virginia Department of Fire Programs Hazardous Materials Response - Operations Level or ability to obtain within 18 months of employment

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions. The noise level in the work environment is usually moderate.