



Virginia Beach Department of Emergency Medical Services



HUMAN RESOURCES

POSITION DESCRIPTION POLICY

PURPOSE: The purpose of this policy is to provide for the establishment of written descriptions of the roles, responsibilities and scope of authority of the members of the Department.

APPLICABILITY: This policy shall apply to all members of the Department of Emergency Medical Services.

POLICY STATEMENT: This agency, in conjunction with the Virginia Beach Department of Human Resources, shall maintain written job descriptions for all positions.

ALL POSITIONS:

Position descriptions shall be used as the basis for determining proper performance of members, the basis for determining the degree of physical requirements for each position (for the purpose of making judgments relative to the cases involving worker's compensation related injuries or illnesses) and the basis for which members engage in emergency medical care activities.

To the greatest extent practical, volunteer position descriptions will mirror related counterparts on the career staff. Each shall include, at a minimum: position title; summary of work functions; minimum qualifications; performance standards; required knowledge, skills and abilities; and any special requirements.

CAREER POSITIONS:

Career position descriptions shall be maintained by the City of Virginia Beach Department of Human Resources. Copies will be posted on the City's website. Hard copies can be provided by EMS Administration upon request.

Format and contents of the position descriptions will be defined by Human Resources. The Division Chief of Administration or his designee

coordinate with Human Resources staff to update these documents as required. At a minimum, each shall be reviewed at least once every five (5) years.

VOLUNTEER POSITIONS:

Description for volunteer positions will be posted on the Department's website. At a minimum, the following positions will be defined:

- Assistant Chief
- Rescue Captain/Squad Commander/Team Captain
- Ambulance Attendant-in-Charge
- All Patient Care Provider Levels

SQUAD COMMANDER/TEAM CAPTAIN APPOINTMENT

The Chief of Emergency Medical Services appoints all Rescue Squad Commanders, Assistant Squad Commanders and Special Operations Team Captains. Squad Commander appointments are typically made following rescue squad elections or following the resignation of an appointed officer. All other Commanders/Captains are appointed as vacancies arise. The Chief may appoint, withdraw an appointment or opt not to appoint a recommended officer at any time at his discretion.

ORDERED:



1/20/2017

EMS Chief

Date