

	City of Virginia Beach Department of EMS Job Description	
	<b>EMS Recruit</b>	
	Originated: 02/03/2015	Revised: 08/20/2020

**Department of Emergency Medical Services Organizational Mission and Values**

The City of Virginia Beach Department of Emergency Medical Services (EMS) exists to deliver valued services to the community that preserve life, improve health, and promote the safety of citizens and visitors, who live, learn, work and play in our community while maintaining a sustainable systems approach that is focused on dynamic resource utilization to enhance the overall quality of life in our City. Our members accomplish this mission while being guided by our values which include quality customer service; integrity; teamwork; commitment; inclusion and diversity; leadership and learning; and volunteerism.

**Position Summary**

Temporary position for members who have completed all application steps whom are not yet enrolled in a formal certification course or internship. Recruits are considered members of the department and may participate in administrative/support roles and training activities in order to learn more about the organization and develop skills in advance of completing their formal training and certification.

**Representative Work Functions and Responsibilities**

Completes and maintains required pre-requisite courses.

Meets and maintains requirements for ongoing participation as outlined by the department guidelines.

Follow all department, city, state and squad/team policies, rules, regulations, protocols and guidelines.

Reports to Volunteer Human Resources Officer or designee.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

**Performance Standards**

Adheres to uniform and grooming policies; completes and maintain required courses and certifications per current guidelines; takes personal responsibility for the timeliness

of work; follows instructions, guidelines, policies and procedures.

Non-certified members must be assigned to a formal certification course within six (6) months.

Certified members must be assigned as an Intern within ninety (90) days.

### **Minimum Qualifications**

Must be at least 18 years of age.

Graduation from an accredited high school or GED equivalent.

Must possess a valid Driver's license and maintain a good driving record of minus 3 points or better.

Must be able to read, write and speak the English language.

Must be clean and neat in appearance.

Must be of sound physical and mental condition, capable of performing all assigned duties.

Must be classified as fit for employment by the City of Virginia Beach Occupational Health Office by completing a medical screening exam.

Satisfactorily complete a criminal background check, which includes fingerprinting.

Must complete ALL portions of the application process.

### **Knowledge-Skills-Abilities Required to Perform Satisfactorily**

#### **A. Knowledge**

1. Knowledge of the English language.
2. Knowledge of emergency medical services principles and techniques.
3. Knowledge of laws, rules, regulations and ordinances pertaining to emergency medical services.

#### **B. Skill**

1. Skill to perform the duties required in the basic level training program.
2. Skill in managing one's personal time.
3. Skill in completing assignments accurately and with attention to detail.

#### **C. Ability**

1. Ability to work well with others.
2. Ability to establish and maintain cooperative relationships.
3. Ability to perform all assigned duties.

4. Ability to read, write and speak the English language.
5. Ability to learn and follow oral and written instructions.

### **Working Conditions**

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

**Physical Requirements:** *Physical refers to the requirement for physical exertion and coordination of limb and body movement*

From the May 2012 Virginia State Office of EMS (OEMS) Functional Description for the Basic Life Support Provider; Work that involves bending, stooping, crawling and walking on uneven surfaces, and lifting, carrying and balancing up to 125 pounds unassisted (250 pounds assisted) at a height of 33 inches, a distance of 10 feet on an occasional basis. Considerable skill and adeptness required in the use of the fingers, hands or limbs in tasks involving close tolerances or limit of accuracy.

**Mental Requirements:** *Mental refers to the degree that the job involves cognitive activities, and use of mental processes*

Performs professional level work requiring the application of principles and practices of a wide range of medical and technical methods in the solution of medical, technical problems or administrative tasks; applies general understanding of operating policies and procedures to solve complex medical and administrative problems; requires continuous, close attention for accurate results and/or frequent exposure to unusual pressure and stressful conditions.

**Environmental Conditions:** *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

May risk exposure to communicable diseases including blood and air-borne pathogens requiring the use of non-porous coveralls/apron, medical gloves, safety eyewear, and other safety attire and equipment in designated areas of risk.

**Sensory Requirements:** *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

Normal visual acuity, depth perception, field of vision, color perception, hearing, speaking, sense of smell, fine motor dexterity and texture perception.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.