


Franklin, Virginia	
Title: EMS Medic	
Status: Non-Exempt	

Summary Objective

The purpose of this position is to provide emergency medical service (EMS) at the ALS level, EMS operations and care, firefighting responsibilities in fire prevention, fire suppression, and rescue.


This class works under close supervision according to set procedures.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Participates in the response to fire, medical, hazardous materials, and other emergencies.
- Typically assigned as EMS only and exterior firefighting duties; unless, written authorization has been granted by the Chief of Emergency Services or his designee. Authorization shall only be considered for personnel meeting Department requirements.
- Under general supervision, responsible for operating an approved mobile medical unit; rescuing victims; and performing advanced emergency care, including the administration of life sustaining treatment to patients on-site and while in route to the hospital
- Responds to calls to provide emergency medical assistance to provide basic life support emergency medical care; drives ambulances in response to emergency calls and in the transport of patients to or from a medical facility; performs primary and secondary patient assessments; determines blood pressures, pulses, respiratory rates, capillary refill, and other vital signs; determines patients' medical history, complaints, and symptoms; establishes and maintains open airways; ventilates non-breathing persons; administers cardiopulmonary resuscitation to victims of cardiac arrest; operates a semi-automatic defibrillator and initiates delivery of shocks when prompted in accordance with local protocols; operates life support equipment
- Provides advanced life support care to critical ambulance patients in accordance with regional and local medical protocols and/or on-line medical control; intubates patients requiring advanced airway management using endotracheal tube and/or esophageal obturator airway, starts intravenous lines and intravenous fluid therapy; administers drugs necessary for the treatment of acute medical conditions pursuant to physician orders; performs other advanced life support procedures upon approval and direction of medical director and/or hospital-based physician/medical control physician
- Provides fire protection and to perform skilled emergency and non-emergency work driving a rescue vehicle, rescuing the sick or injured, and administering emergency medical care, including basic trauma life support
- Completes and maintains accurate records, forms, and reports for various administrative, operational, and training activities; may code, edit, and submit Virginia Fire Incident


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Reports and EMS Pre-hospital Patient Care Reports; prepares and/or types memorandums and general correspondence, forms, reports, and purchase orders; maintains files on personnel, equipment, and operations.

- Attends additional training to maintain job related certifications.
- Participates in company training and attends training classes on apparatus operation, firefighting, emergency medical operations and care, and related subjects; studies assigned materials relating to firefighting, emergency medical services (EMS), and community risk reduction.
- Responds to fire alarms with a company; lays and connects hose; holds nozzles and directs water streams; climbs ladders; uses chemical fire extinguishers, bars, hooks, lines, and other equipment.
- Ventilates burning buildings by opening windows and skylights or by cutting holes in roofs and floors. In the absence of a fire officer, may establish command and maintain command until the arrival of a fire officer.
- Performs salvage operations such as applying salvage covers, sweeping water, and removing debris.
- Trains/Mentors volunteers and new employees.
- Inspects buildings and premises for familiarization; checks for fire hazards; prepares pre-incident surveys.
- Performs daily and monthly inspections of fire/EMS apparatus, vehicles, and equipment to ensure a state of readiness or return to service.
- Performs general maintenance and cleaning work in the upkeep of departmental apparatus, equipment, and structures; cleans kitchen, sleeping quarters, walls, and floors; washes, hangs and dries hose; washes, cleans and polishes apparatus.
- Checks and installs child safety seats.
- Actively participates in a fitness program and will maintain an acceptable level of personal fitness. Will take and pass a physical ability test and assignment at least annually, or as determined by Departmental Policy. Understand that maintaining an adequate level of fitness and passing the physical ability test is a requirement of continued employment.
- Performs related work as required.

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Minimum Education and Experience Requirements:

- Must be at least 18 years of age
- Must have a High School diploma, GED, or equivalent
- Must have a valid driver’s license
- Must be a U.S. citizen or legally eligible to be employed.
- Virginia OEMS Intermediate or Paramedic Certification
- Tidewater Emergency Medical Services (TEMS) Sanctioned or ability to achieve TEMS Sanctioned within 30 days of being hired

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.


- EMS Medics must have the agility and physical strength to do prolonged and arduous work under adverse conditions. This includes but is not limited to the ability to lift, move, and maintain position on items (e.g. stretchers, equipment, and charged hoses) up to 90 pounds; push objects up to 25 pounds; pull objects from 25 to 50 pounds, and lift or pull victims weighing more than 150 pounds.
- Must meet the medical requirements set forth in NFPA 1582, Chapter 6: Medical Evaluations of Candidates.

Unavoidable Hazards (Work Environment):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.
 - Toxic/caustic chemicals; Explosives; Violence.
 - Other extreme hazards not listed above.

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Special Certifications and Licenses:

- Must possess and maintain a valid state driver’s license with an acceptable driving history.
- Virginia OEMS Intermediate or Paramedic Certification
- TEMS Released or ability to achieve TEMS Sanctioned within 60 days of being hired
- Advanced Cardiovascular Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)
- Firefighter I
- Hazardous Materials – Awareness
- Emergency Vehicle Operation Course (EVOC) Class 1 and 2

Americans with Disabilities Act Compliance

The City of Franklin is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

Positions within this class have been designated as essential personnel, which could require the employee to return to work, be held over to maintain continuity of service, in the event of a natural disaster, staffing shortages, or state of emergencies.

Must be able to work nights, weekends and holidays to meet the business needs of the City.

Must be able to work 24-hour shifts. EMS Medics are required to work a minimum 168 hours per 21-day cycle.


This position is FLSA 7K exempt and overtime will be paid once the employee exceed 159 hours in 21 working days, as outlined in the City’s policy manual.

This is a safety sensitive position and is subject to random drug testing.

Must agree to sign a No Tobacco Use Agreement, which prevents an individual from using any tobacco products at any time, on or off duty, while employed by the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

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Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

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