

Firefighter/EMT-Basic

Department: Amelia County Fire & EMS

Division: Operations

FLSA Status: Non-exempt

Last Revised: May 2025

General Definition of Work

Performs fire suppression, rescue, extrication, and advanced life support work by responding to emergency calls for service and providing emergency medical services with transportation while utilizing a cross-staffing model in a combination type department. Works under a Chain of Command type structure.

Essential Functions

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

- Ability and willingness to learn; ability to communicate with others effectively, both orally and in writing; ability to maintain composure and to work well with peers, superiors and the public under stressful & emergency conditions, as well as under more relaxed conditions; ability to comply with oral and written instructions, to follow directions and to carry out orders under stressful emergency conditions, as well as under more relaxed conditions; ability to exercise sound judgment during emergency situations; ability to solve problems in a logical, creative and resourceful manner; ability to climb a ladder and work from heights; ability to work in confined spaces and utilize a respirator device, ability to work in and around temperatures extremes (both heat and cold); ability to operate a motor vehicle; ability to keep simple records and to make oral and written reports; basic math ability; dependability; positive attitude; flexibility; physical conditioning which permits the activities necessary in and inherent to the firefighting profession.
- Responds to a variety of emergency calls to include but not limited to structure fires, vehicle fires, motor vehicle accidents, hazardous materials incidents, water rescue calls, and request for Emergency Medical Services involving chest pain, possible heart attacks, respiratory distress, unconsciousness, and other conditions that may require advanced life support; including treatment techniques such as thorough patient assessments, airway management, BIPAP/CPAP placement, Oxygen therapy, medication administration, and defibrillation
- Provides basic life support and works as a team to assist the advanced life support provider with emergency medical services; provides immediate emergency care to ill and/or injured persons within the scope of the EMT-Basic level for the Commonwealth of Virginia and ODEMSA council region.
- Drives and operates emergency vehicles, transports patients to appropriate emergency care facilities.
- Assist with ACFEMS Quality Assurance, improvement programs, and medication programs.
- Operates EMS and Fire apparatus, equipment, and management of durable assets.
- Assists with coordination of maintenance for ambulance and fire apparatus fleet.
- Manage inventory software and assistance with supply ordering as needed.
- Performs routine clerical and administrative functions such as preparing detailed patient care reports, fire reports, and completing forms using computers and approved software.
- Reports to shift on time, in uniform, and well-groomed per policy for 12 or 24-hour shifts that may require mandatory overtime.
- Complete daily and monthly detailed apparatus checks.

- Assist in maintenance and testing of pressurized and dry hydrants
- Assist in establishing pre-plans for target hazards and business inspections
- Participates in daily physical training and daily job-related training
- Washes and cleans apparatus.
- Performs housekeeping duties at assigned station.
- Performs lawn maintenance at assigned station.
- Works closely with Amelia County Fire & EMS volunteers.
- Perform any other duties as deemed appropriate, necessary, and as assigned.

Minimum Qualifications

- Requires a high school diploma and/or an equivalent combination of education and experience.
- Must be at least twenty-one (21) years of age and possess a valid unrestricted VA driver's license or the ability to obtain an unrestricted VA driver's license.
- VDFP or Pro Board Firefighter I (must successfully seek and obtain Firefighter II certification on your own within 1 year from date of hire)
- VDFP or Pro Board Hazmat Awareness and Operations certification
- VDFP or Pro Board EVOC (Emergency Vehicle Operator Coarse) class III
- VDFP BPO (Basic Pump Operator) (must successfully seek and obtain certification on your own within 1 year from date of hire)
- Rural water operations certification (must successfully seek obtain certification on your own within 1 year from date of hire)
- Virginia EMT- Basic Certification
- CPR for healthcare providers
- NIMS 700 and 800, ICS 100 & 200
- Possess and maintain a valid Virginia driver's license with acceptable driving history

Preferred Qualifications

- VDFP or Pro Board Firefighter I & II certification
 - VDFP or Pro Board Hazmat Awareness and Operations certification
 - VDFP BPO
 - VDFP or Pro Board DPO (Driver Pump Operator)
 - VDFP BPO (Basic Pump Operator) and Rural water operations certification (If not VA or Pro Board DPO)
 - Low Angle Rescue
 - Vehicle Extrication (passenger vehicle and heavy duty)
 - VADFP Instructor I and II
 - NRP and Va Paramedic Certifications
 - Instructor of AHA BLS
 - EMT education coordinator
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Additional Requirements

Requires a comprehensive background investigation to include a local, state, and federal criminal history check and sex offender registry check.

Requires satisfactory results from a medical evaluation and pre-employment substance abuse testing and is subject to random controlled substance abuse testing.

Must successfully pass a 1-year probation period from date of hire.

Must maintain current EMS certifications throughout term of employment and obtain required certifications within set time frames.

Must maintain physical condition to perform tasks that are required of the Firefighter/ EMT-Basic throughout the term of employment.

Please attach the following required documents when submitting your application:

- Proof of High School Graduation or GED (copy of transcripts or diploma)
- Proof of College Credits/Degree (copy of transcripts or Diploma)
- Current Department of Motor Vehicles driving record
- A copy of all Fire/EMS/Trade Certifications

Job Specifications

Thorough knowledge of safety rules, regulations, procedures, protocols, guidelines, and practices as outlined in departmental directives, standard administrative policies, and standard operating guidelines. Maintains situational awareness and ensures operational resource management.

Follows and adheres to a chain of command type structure. Develops and maintains cooperative and professional relationships with employees, volunteers, managers, and representatives from other departments and organizations. Shares knowledge with staff for mutual and department benefit.

Uses logic and reasoning to identify strengths and weaknesses of solutions and conclusions.

Anticipates, identifies, and evaluates potentially dangerous or unusual situations and exercises appropriate judgement to take prompt action for resolution.

Ability to communicate effectively, including radio communications.

Skill in using personal computers, associated software packages, hardware, and peripheral equipment; technical writing of reports and correspondence; interpreting state and county policies, procedures, and guidelines.

Ability to use emergency medical equipment; ability to review regulations, procedures, and/or legal reference materials; ability to maintain confidentiality of records; ability to make basic and accurate arithmetic calculations; ability to interpret and apply statutes and procedures to non-routine questions and problems; ability to work with volunteers, volunteer organizations and related agencies; ability to understand, interpret, explain and apply policies and procedures; ability to communicate effectively orally and in writing with detail to spelling, grammar, and punctuation; ability to verify documents and forms for accuracy and completeness.

Working Conditions

Physical Requirements and Activity

Ability to exert heavy physical effort with emphasis on climbing and balancing, including climbing ladders. Other physical demands include walking, standing, stooping, kneeling, running, crawling, jumping, digging, and lifting, carrying, or pushing objects that involve exerting up to 50 pounds of force on a regular basis and up to 100 pounds on an occasional basis. Ability to lift 125 pounds or 250 pounds with a partner. Ability to be awake for 12 and 24-hour periods.

Sensory Requirements

Work has standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels. Some tasks require the ability to perceive and identify colors, sounds, odors, depth, textures and visual cues or signals.

Environmental Conditions/Exposures

Performance of essential functions may require unavoidable hazards to include, but not limited to: exposure to adverse environmental conditions (extreme heat or cold), such as dirt, dust, pollen, odors, wetness, humidity, weather, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, explosives, firearms, disease, pathogenic substances, animals/wildlife, electrical shock, radiation, or violence.

The statements in this class description are intended to describe the general nature and level of work being performed by incumbent(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.
