



Photo by Gene Runion

Fluvanna County

FLUVANNA IS A SMALL COUNTY WITH A BIG HEART. Formed in 1777 and named for a river, Fluvanna offers much for those looking to make Fluvanna home. Nestled in the Piedmont foothills southeast of Charlottesville, Fluvanna's agricultural past continues to be evident in its rural charm. For the outdoor enthusiast, three rivers, the James, Rivanna, & Hardware, provide fishing and paddling. The county-owned and operated, 900-acre Pleasant Grove Park is an outdoor paradise: 22 miles of trails for hikers, bikers, runners, & horses; a dog park; a sandy beach along the Rivanna River; a disc-golf course, and numerous sports fields. History buffs will be happy to find the Fluvanna Historical Society welcoming and knowledgeable. Those seeking arts and cultural experiences will enjoy the close proximity to Charlottesville and Richmond, with Washington, D.C. a quick two and a half hours north of the County.

A variety of educational opportunities are available to Fluvanna residents, with world-class institutions of higher education in Charlottesville and Richmond, as well as public and private K-12 offerings within the county. Fluvanna County Public Schools are consistently highly-ranked and have enjoyed full accreditation for several consecutive years. Fluvanna is strong in community spirit and we invite you to experience it with us.



Thank you for considering the County of Fluvanna.

EMERGENCY MEDICAL SERVICES SUPERVISOR

The County of Fluvanna seeks an experienced professional to serve as Emergency Medical Services (EMS) Supervisor. On December 7, 2022, the Board authorized the creation of the Department of Emergency Services. It is anticipated the EMS department will be staffed by 17 full-time employees, along with a pool of part-time providers. In collaboration with long-established county volunteer fire and rescue agencies, local law enforcement, and the Emergency Management Coordinator, the EMS Supervisor will work to ensure the health and safety of Fluvanna County residents by helping to establish and lead the EMS Department.



FLUVANNA

Exceptional candidates will be seasoned leaders capable of planning, developing, and implementing departmental structure. The EMS Supervisor will perform complex administrative, professional, and operational work coordinating the day-to-day activities of the Department, including the recruitment and training of personnel in compliance with all federal, state, and local laws.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

The essential function of the position is to provide Fluvanna County Citizens with comprehensive EMS Service. The position must maintain all required certifications and licenses.

- High School diploma or equivalent
- Virginia EVOC (Class II or III) as recognized by the Virginia EMS regulations
- VA EMT-I or EMT-P
- VAOEMS Education Coordinator
- Designated Infection Control Officer Certification
- CPR
- ACLS, PALS
- ICS 100, 200, 700, 800

ACCEPTABLE EDUCATION, EXPERIENCE, & TRAINING

Minimum 3 years of experience as an EMS lead or EMS shift supervisor, with a preferred 5 years of experience as an EMS lead or EMS Shift supervisor. Will consider other experience on a case-by-case basis, considering education and experience.

The certifications listed below are not required for this position, but could be beneficial for the future:

- ICS 300 & 400
- VA State Firefighter I & II;
- Virginia EVOC (Class III);

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Environmental: Work is typically performed in an indoor/outdoor setting. The department Admin is currently open to the public Monday through Friday from 8:00 a.m. until 5:00 p.m.
- Physical Effort: Light to moderate work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Hazards: Employee is subject to both inside and outside conditions: activities occur inside and outside in approximately equal amounts.



Pleasant Grove Museum and Park. Photo by Robert Kenward

ESSENTIAL FUNCTIONS:

- Provides supervision for the day-to-day operational efficiency of the department's activities; coordinates work in station and on emergency calls both on-site and in transport; reviews service calls and provides quality improvement feedback to appropriate authority.
- Supervises service personnel and responds to emergency calls of a possibly critical nature such as those involving chest pain, possible stroke, respiratory distress, trauma, cardiac arrest, altered mental status/unconsciousness, or other conditions that might require advanced life support including treatment techniques such as airway management, cardiac monitoring and defibrillation, electrocardiogram strip interpretation, IV therapy, drug administration, behavioral sedation, rapid sequence intubation and other stabilizing techniques as necessary.
- Responds to and assist with Emergency Management calls and critical incidents as directed by the Emergency Management Coordinator.
- Reviews all EMS calls to ensure quality control and to evaluate areas for additional training and ensures that regular quality improvement committee meetings are held in conjunction with the Department's Operational Medical Director.
- Drives vehicles and transports patients to emergency care facilities.
- Performs a variety of record-keeping and administrative reporting duties. Ensures that service pre-hospital patient care reports are completed promptly.
- Coordinates ordering of appropriate equipment and supplies for proper functioning and response of the Department to service requests.
- Ensures proper handling of all medications, including controlled substances.
- Complies with safety policies and procedures implemented by the assigned department; encourages and promotes a culture of safety and service.
- Attends continuing education for certification; coordinates training events and opportunities for department staff.
- Works in conjunction with the Department's Operational Medical Director to ensure that appropriate patient assessment, treatment, and disposition, including the selection of transport destination is provided to patients by the Department by overseeing the quality management program.
- Maintains positive working relationships and coordinates with other County fire, rescue, and law enforcement to provide optimal services.
- Performs the duties of the Department's Designated Infection Control Officer.
- Be an EMT-certified instructor and develop and implement a county-wide CEU program
- Ability to function effectively as part of a team; considerable skill in performing emergency medical technician assessments, patient treatment, and procedures.
- Physically able to operate a variety of machinery and equipment.
- Ability to follow verbal and written instructions;
- Ability to communicate effectively orally and in writing;
- Ability to establish and maintain effective working relations with employees, volunteers, other agencies, and the general public.
- Any combination of training and experience which provides the required skills, knowledge, and abilities.
- This position is also responsible for performing other duties as assigned.

POST OFFER REQUIREMENTS

- Criminal Background check
- Possession of and Maintaining a driver's license valid in the Commonwealth of Virginia
- Fingerprints per VA OEMS
- Vaccination records
- Copy of Certifications.
- Twelve (12) month probationary period.
- Must consent to drug testing consistent with Fluvanna County's Drug-Free Workplace Policy

TOTAL REWARDS - COMPENSATION AND BENEFITS

- Salary – Compensation System that incorporates market considerations
- Retirement – participation in the Virginia Retirement System (VRS)
- Insurance Benefits for Health, Vision, and Dental through Anthem– The Local Choice
- County-paid Life Insurance
- Holidays / Leave
 - 12 Days of Holiday Leave (County Holiday Schedule follows the Commonwealth of Virginia Holiday Schedule)
 - 12 Days of Annual Leave (*increases with continuous years of service*)
 - 96 Hours Sick Leave
 - Other types of paid leave such as Inclement Weather, Jury Duty, and other types of Administrative leave.
- Supportive of work-life balance
- Free parking
- Annual Employee Recognition Dinner and Awards
- Employee Learn and Earn Program
- Wellness programs year round to stay healthy and well
- Qualifying employer for the Federal Public Service Loan Forgiveness Program



COMPENSATION:

Expected Hiring range \$59,685—\$68,637 depending on education and experience.

This is a full time, FLSA Exempt position.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Office environment exposure to computer screens; sitting for prolonged periods of time.
- Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Must be available to work some weekends and evenings for presentations, training, and meetings.
- Must possess an appropriate driver's license valid in the Commonwealth of Virginia.
- Local travel is required for meetings and presentations.



HOW TO APPLY: Submit cover letter, resume, and County application to jobs@fluvannacounty.org. Applications are available at the county website, www.fluvannacounty.org/hr/jobs

QUESTIONS? Contact Donna Snow

Phone: 434-591-1919

Email: dsnow@fluvannacounty.org