



Fluvanna County, Virginia  
Department of Finance  
Job Description

**Medic**

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| <b>Job Class #:</b> | 9101   |
| <b>Pay Grade:</b>   | 19   |
| <b>Category:</b>    | Full-Time (with benefits)-Part Time(no benefits) |
| <b>FLSA Status:</b> | Non-Exempt (Hourly)                              |
| <b>Reports To:</b>  | EMS Supervisor                                   |

**SUMMARY**

The employee is responsible for technical work involving emergency medical care, prevention activities, training, physical fitness, and performing other work as required. Individuals in this position must have the ability to interact positively with volunteer personnel based on the structure of emergency services in Fluvanna County. Work involves the operation of both County and Volunteer emergency equipment, with responsibilities to include maintaining, and cleaning EMS apparatus and equipment. Maintains and performs custodial duties at assigned stations.

**ESSENTIAL FUNCTIONS**

- Responds to incidents requiring emergency medical care;
- Provides advanced life support following established policies, protocols, and guidelines as authorized by the Operational Medical Director. Interprets patient signs and symptoms and reacts appropriately. Thoroughly documents all aspects of the emergency scene including, but not limited to, assessment results, patient complaints, treatment plans, and treatment results. Focuses on performing as a patient care advocate, always performing in a manner that is in the best interest of the patient;
- Presents various safety programs to community groups and school systems on personal safety and emergency medical services;
- Drives and maintains, and operates all assigned EMS apparatus; inspects assigned apparatus daily to ensure efficient operation and readiness; washes clean, polishes maintains, and tests apparatus and equipment as necessary after completion of emergency response operations;
- Performs general custodial duties in the required upkeep of the facilities assigned; makes minor repairs as needed;
- Participates in classes in emergency medical services, and quality improvement/ management programs, prepares and maintains activity records and forwards same to appropriate supervisor;
- Physically able to operate a variety of machinery and equipment including driving an ambulance, two-way radio, etc.; and emergency medical equipment such as suction units, immobilization equipment, oxygen delivery systems, and defibrillation equipment;
- Ability to follow verbal and written instructions;
- Ability to communicate effectively orally and in writing;
- Ability to establish effective working relations with employees, volunteers, other agencies, and the general public;
- Ability to perform duties effectively during emergency, training, or station maintenance activities for prolonged periods;
- Ability to frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 165 pounds; ability to walk, run, climb, balance, stoop, kneel, crouch, and crawl;

- Must possess the ability to wear and/or use personal protective equipment without obstruction to prevent exposure to diseases;
- 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.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

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

- High School diploma or equivalent;
- Virginia EVOG (Class II or III) as recognized by the Virginia EMS regulations;
- VA EMT-I or EMT-P;
- PALS & ACLS certifications;
- CPR certified;
- NIMS/ICS 100,200,700 & 800;
- Trauma Certificate i.e....ITLS or PHTLS obtained within 1 year of hire
- Must possess a valid Virginia Motor Vehicle Operators License;

**ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING**

A minimum of one year of experience is required, with three years of experience preferred. However, will consider those with no experience on a case-by-case basis, considering education and experience.

The below certifications are not required for this position, but could benefit from a transition in the future:

- VA State Firefighter I & II;
- Hazmat Awareness;
- Virginia EVOG (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. The heavy lifting of the patient as needed.
- Hazards: Employee is subject to both inside and outside conditions: activities occur inside and outside in approximately equal amounts.

**POST OFFER REQUIREMENTS**

- Criminal Background Check;
- Possession of and Maintain a driver’s license valid in the Commonwealth of Virginia;
- Fingerprints per VA OEMS;
- Vaccination Record;
- Copy of Certifications;
- Twelve (12) months probationary period;
- Must consent to drug testing consistent with Fluvanna County’s Drug-Free Workplace Policy;

| Department Head<br>Recommended: | HR Manager<br>Approval as to Form: | County Administrator<br>Recommended: | Board of Supervisors<br>Approved: |
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| Updated May 28, 2026            | Updated May 28, 2026               | Updated May 28, 2026                 |                                   |

