

County of Henrico Job Classification

Emergency Medical Technician



General Summary of Classification:

This is a sworn public safety classification. Provides pre-hospital emergency medical care and transport within the County's tiered EMS response system; leads patient care on transport units, performs life-saving interventions, coordinates with EMS and fire suppression crews; performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

- Responds to 911 emergency calls dispatched through the County Emergency Communications Center.
- Conducts patient assessments and provides clinical care and transport consistent with certification level and medical director endorsement for adults, children, and infants needing emergency medical care.
- Administers life-saving interventions such as CPR, bleeding control, airway management, and Automated External Defibrillator (AED) use.
- Functions as Attendant-in-Charge (AIC) as assigned, leading support personnel and ensuring safe, effective and timely care.
- Performs scene size-up, ensures scene safety, and requests additional resources as needed.
- Selects appropriate facility destinations based on patient condition and established protocols.
- Operates ambulances and emergency vehicles in accordance with safety and departmental standards.
- Checks vehicle and equipment readiness, reports issues, and ensures all supplies are maintained.
- Completes accurate, timely electronic patient care reports (ePCRs) per state and department guidelines.
- Works cooperatively with fire, rescue, and law enforcement teams during joint emergency responses.
- Participates in required continuing education, training, and recertification activities.
- Engages in drills, training exercises, and public safety events as assigned.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities (KSA) Typically Required:

- **Occupation-specific:** Comprehensive knowledge of EMS principles, pre-hospital patient care, and EMS protocols in accordance with Virginia Office of EMS standards and Henrico Fire/OMD protocols; understanding of County, state, and federal EMS laws, regulations, and operational procedures; proficiency in patient assessment, vital-sign monitoring, airway management, and emergency stabilization; awareness of County geography, topography, and traffic patterns to ensure efficient routing and transport decisions;

knowledge of departmental and County policies, including safety standards and infection-control practices.

- **Technical:** Basic computer skills, the ability to use typical business software, navigation systems, communication systems, and other job-related applications and technologies. Ability to safely operate emergency vehicles in emergency and non-emergency conditions.
- **Interpersonal, Communication and Customer Service:** Communicates calmly and professionally with patients, families, coworkers, and healthcare professionals; maintains composure and empathy under stress; fosters cooperation with internal and external stakeholders, including fire suppression, law enforcement, and healthcare teams.
- **Decision-making and Authority:** Uses sound judgment under pressure to prioritize patients, ensure safety, coordinate resources, and follow protocols, consulting higher authority as appropriate; functions as AIC when assigned.
- **Leadership:** Non-supervisory. Work is performed under general supervision and clinical oversight of the Operational Medical Director (OMD).
- **Environment:** Works in diverse indoor/outdoor conditions, including extreme weather and noise; ability to work a flexible schedule including nights, weekends and holidays.
- **Physical:** Adequate vision, hearing, and manual dexterity for clinical procedures and operation of medical/vehicle equipment. Capable of lifting and carrying up to 125 lbs individually and 250 lbs with assistance.

Minimum Education and Experience:

- **Education:** High school diploma or GED;
- **Experience:** Previous relevant EMT or medical transport work experience preferred;
- **OR:** Any equivalent combination of experience and training which provides the necessary Knowledge, Skills, and Abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license with safe driving record.
- Must be a current Virginia Emergency Medical Technician (EMT) or a current National Registered EMT (NREMT) eligible for Virginia reciprocity.
- Requires a pre-employment physical examination/medical tests by Henrico County Employee Health Services.
- Minimum 18 years of age and a legal U.S. resident by first day of employment.
- Pursuant to § 32.1-111.5 Office of EMS background check required.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of all required NIMS courses.

This is a generalized class specification and not a job description. Actual duties, qualifications, and requirements vary by position. For more information, contact the Henrico County Department of Human Resources.