

County of Henrico Job Classification



Paramedic

General Summary of Classification:

This is a sworn public safety classification. Provides advanced pre-hospital emergency medical care and transport within the County's tiered EMS response system; provides Advanced Life Support (ALS) assessment, treatment and transport, functioning independently or in coordination with BLS and fire suppression crews; performs other duties as assigned.

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

- Responds to 911 calls for service dispatched through the County Emergency Communications Center.
- Conducts patient assessments and provides clinically appropriate Advanced Life Support (ALS) treatment and transport for adults, children, and infants needing emergency medical care.
- Provides ALS care including cardiac monitoring, ECG interpretation, defibrillation, synchronized cardioversion, IV/IO therapy, medication administration and advanced airway management.
- Initiates and leads life-saving measures such as CPR, hemorrhage control, and airway interventions.
- Functions as Attendant-in-Charge (AIC) as assigned, leading support personnel and ensuring safe, effective and timely care.
- Coordinates with BLS and suppression units as part of the tiered-response EMS model to ensure continuity of care from first response through transport.
- Verifies drug box integrity, monitor/defibrillator readiness, and airway kit contents at the start of each shift; reports/corrects deficiencies per policy.
- Determines appropriate facility destination based on patient condition, specialty-center criteria, and medical direction.
- Operates ambulances and other emergency vehicles safely and in compliance with departmental fleet-maintenance procedures.
- Ensures all medical equipment and drug inventories are maintained, secured, and fully operational.
- Completes accurate and timely ePCRs per OEMS and Henrico Fire/OMD protocols.
- Participates in multi-company drills, simulations, and community risk-reduction events.
- Completes continuing education and ALS refreshers to maintain certification and proficiency.
- Performs other duties as assigned.

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

- **Occupation-specific:** Extensive knowledge of EMS principles, advanced pre-hospital care, and ALS-level clinical interventions in accordance with Virginia Office of EMS standards and Henrico Fire/OMD protocols; strong understanding of anatomy,

physiology, pathophysiology, pharmacology, and cardiac electrophysiology; familiarity with Virginia OEMS regulations, County EMS policies, and OMD-approved medical protocols; knowledge of BLS/ALS tiered-response operations and integration with fire-suppression resources; understanding of County geography, topography, and traffic patterns for efficient routing/transport decisions; knowledge of safety, infection-control, and biohazard 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:** Ability to follow oral and written orders; ability to use independent judgment in making patient care decisions with the scope of department protocols and medical control guidelines.
- **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:** One (1) year of related work experience to include experience in the provision of emergency medical care;
- **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 a safe driving record.
- Current Commonwealth of Virginia and/or National Registry Paramedic certification.
- 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.

Job Code: G.C.T.0009

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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.