




**Westmoreland County, Virginia**  
**Department of Emergency Services**  
*Division of Emergency Medical Services*

**Standard Operating Procedures**

<b>Section:</b> Human Resources	<b>Effective Date:</b> 07/01/2022
<b>SOP #:</b> 101.06	<b>Page</b> 1 <b>of</b> 3
<b>Subject:</b> EMT-Basic Job Description	<b>Revision Date:</b> 07/01/2023
<b>Signature of Approval</b> Chief of Emergency Medical Services	

### 101.06.01 Job Description

This is a skilled field position responsible for providing Basic Life Support (BLS) Emergency Medical Services. The candidate performs complex tasks to ensure the citizens' and visitors' care and safety during emergency and crisis situations. This position will report directly to the Lieutenant of Emergency Medical Services.

This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions or other occasions when general County offices are closed.

Full-time personnel may be required to work overtime, be held over past their scheduled shift, and be subject to call-back.

Part-time personnel are subject to hold-over until a qualified relief arrives.

### 101.06.02 Essential Job Functions

- Leading, directing, and participating in delivering basic life support care in a prehospital or facility situation.
- Giving direction to other crew members when operating as an attendant-in-charge on patient care and medical issues.
- Examines patients and reports findings to receiving medical staff, physicians, or staff in a nursing or treatment center.
- Responsible for completing and recording all required reports or runs made by the crew on state-approved reporting methods.
- Performs basic life support care while assisting in advanced life support patient care.
- Assuring the assigned vehicle is completely stocked and in good running order at the beginning of each shift, after every response, and at the end of each shift.
- Attending and/or instructing in-house training sessions and orientations as required by the organization on a continuing education basis.
- Attending training sessions and orientations as required in maintaining valid EMT-Basic certification and requirements of the County.
- Cleaning patient care compartment and vehicle following agency-adopted infection control and maintenance guidelines.
- Responsible for the security, safety, re-stocking, and storage of advanced life support equipment (Monitor/Defibrillator, Airway Adjuncts, Medication Boxes, etc.) used during shift or call.

- Operating and maintaining a mobile medic unit.
- Maintaining office, lounge, bunk room, and vehicle parking in a clean and neat fashion.
- Performing daily duties such as sweeping, mopping, vacuuming, and cleaning bathrooms.
- Other related duties as required by management.

### **101.06.03 Knowledge, Skills, and Abilities (KSAs)**

Knowledge of:

- Common physical illnesses, obvious symptoms, and appropriate medical terminology.
- Basic Life Support practices and procedures.
- State and private road systems in Virginia.
- Current patient care protocols.

Skills:

- Considerable skill in emergency vehicle driving techniques.
- Communication skills, both written and verbal.

Ability to:

- Think and act quickly and appropriately under stressful situations.
- Prepare detailed written reports legibly.
- Maintain a good working relationship with volunteer staff, crew members, public safety officers, hospital staff, and the general public.
- Bend, crawl, stoop, or walk on uneven surfaces.

### **101.06.04 Certifications and Requirements**

- Must have a current, valid driver's license.
- Must have and maintain a current license as an Emergency Medical Technician-Basic in the Commonwealth of Virginia.
- Must have and maintain current certification in:
  - a. CPR (BLS Healthcare Professional or equivalent)
  - b. Emergency Vehicle Operator Course (EVOC), Class 2
  - c. Hazardous Materials Awareness
- National Incident Management System (NIMS) Independent Study (IS) courses 100, 200, 700, and 800.
- All eligibility and certification requirements set forth by the Virginia Department of Health, Office of Emergency Medical Services, and the Commonwealth of Virginia must be met.
- Westmoreland Department of Emergency Services Physical Agility Test (PAT) completion certificate (valid one year from issuance).

### **101.06.05 Education, Experience, Training**

High school diploma or GED.

**101.06.06 Work Conditions**

The employee is subject to work beyond the normally scheduled hours of work. Routine physical effort is needed to perform all duties in the administration of patient care, including lifting patients and patient transfer. The environment will require that you are routinely exposed to all kinds of weather conditions in performing routine duties and/or special assignments. Hazards of the position may include exposure to infectious environments, which could be hazardous to the provider, including but not limited to: Hepatitis, MRSA, VRE, TB, and AIDS. There may be times when you will be exposed to or encounter violence in domestic situations or behavioral emergencies.

**101.06.07 Reports To**

The EMT-Basic reports directly to the shift Lieutenant and EMS Captain. In the Captain's absence, the EMT-Basic reports to the Deputy Chief or Chief of Emergency Medical Services.

**101.06.08 Supervises**

The EMT-Basic has no subordinates.

**101.06.09 FLSA Status**

Fair Labor Standards Act (FLSA) status is non-exempt.



# APPLICATION FOR EMPLOYMENT

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

Westmoreland County is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, marital status, or any other legally recognized protected basis under federal, state, or local law. The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Westmoreland County. Please inform the County's personnel representative if you need assistance completing this application or to otherwise participate in the application process.

## GENERAL INFORMATION

Full Name _____			Date _____	
FIRST	MIDDLE	LAST		
Address _____				
STREET	CITY	STATE	ZIP CODE	
Phone Number (____) _____		Date available for work _____		
Email (optional) _____				
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If hired, verification will be required consistent with federal law.				
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If no, you may be required to provide authorization to work.				
Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Operator <input type="checkbox"/> Commercial (CDL)				
Driver's license number _____		State of issue _____		Expiration date: _____

## POSITION INFORMATION

Position applied for: \_\_\_\_\_ Salary range expected: \_\_\_\_\_  
 Applying for: ☐ Full-time ☐ Part-time ☐ Seasonal/Temporary

## EDUCATION

Type of School	School Name and Location	Number of Years Completed	Diploma, Degree, or Certificate Received	Course of Study or Major
High School (or G.E.D. equivalent)				
College or University				
Graduate School				
Vocational or Trade School				
Other				

## BACKGROUND INFORMATION

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed? ☐ Yes ☐ No If yes, specify name. \_\_\_\_\_

## PERSONAL REFERENCES

List three personal references (other than those listed as a current/former supervisor) that we may contact:

Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____

## EMPLOYMENT RECORD

List all employment experience for the past ten years, starting with the most recent or present employer, including US military service or training. Using a separate section for each position, describe in detail all work experience. **You may include as part of your employment history any verifiable work performed on a volunteer basis. Résumés not be substituted in lieu of completing the following employment information.**

Current Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No Primary responsibilities _____ _____	Phone (____) _____ From _____ Month                      Year To _____ Month                      Year
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____  Primary responsibilities _____ _____	Phone (____) _____ From _____ Month                      Year To _____ Month                      Year
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____  Primary responsibilities _____ _____	Phone (____) _____ From _____ Month                      Year To _____ Month                      Year
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____  Primary responsibilities _____ _____	Phone (____) _____ From _____ Month                      Year To _____ Month                      Year

How did you learn about the position? Check all that apply:

- ☐ Westmoreland County's website     
 ☐ Recruiter     
 ☐ Word of mouth     
 ☐ Other  
☐ Careers website or job board (Monster, Indeed, CareerBuilder, etc.)     
 ☐ Social media (LinkedIn, Facebook, etc.)

Have you worked for Westmoreland County before?

- ☐ Yes ☐ No    If yes, when? \_\_\_\_\_ Job title: \_\_\_\_\_

Relatives of current employees of Westmoreland County will not be hired if they would be working for, or directly supervising, a current employee. If you receive a conditional offer of employment, you may be asked to identify any relative who is a current employee of Westmoreland County. For purposes of this policy, "relative" is defined as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of people who are related by blood or marriage.

**PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING**

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment and must receive a negative result for illegal drug use before being permitted to commence work with Westmoreland County.

\_\_\_\_\_ Initials

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment medical examination after receiving a conditional offer of employment and must meet the qualifications for the position, with or without reasonable accommodation, before being permitted to commence work with Westmoreland County.

\_\_\_\_\_ Initials

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background and other matters related to my suitability for employment. I understand that a separate disclosure and consent form will be provided to me prior to any background check.

\_\_\_\_\_ Initials

I understand that employment with Westmoreland County is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

\_\_\_\_\_ Initials

I authorize Westmoreland County and its representatives to contact my current and former employers (with the exception of my current employer, if I have marked "May we contact?" on page 3 of this application as "No"), schools, references, and other persons or organizations I have named in this application for the purpose of verifying the information I have provided. I release my current and former employers, schools, references, and other persons or organizations named in this application from any liability resulting from the information released. I authorize employers, schools, and other persons or organizations named in this application to provide any information or transcripts requested.

\_\_\_\_\_ Initials

I hereby certify that, if employed, my employment with Westmoreland County will not conflict with, violate, breach, or result in default under, any contract, agreement, or understanding that I am a party to or am bound by, including any non-solicitation, non-competition, or other similar post-employment restriction or agreement I have with any current or former employer, other than the contracts, agreements, covenants, or understandings I have disclosed in this application, if any.

\_\_\_\_\_ Initials

I understand and agree that, if hired, my employment will be at will, which means employment is for an indefinite period of time and may be terminated by myself or Westmoreland County at any time, with or without cause, and with or without notice.

\_\_\_\_\_ Initials

I certify that all of the above information is true and complete and I understand that any falsification or omission of information made by me may disqualify me from further consideration for employment or, if hired, may result in my termination at any time during the period of my employment, regardless of the amount of time that has passed.

\_\_\_\_\_ Initials

Note: An offer of employment is conditioned upon complying with Westmoreland County's requirements including, but not limited to, signing a separate disclosure and consent form prior to any background check.

**MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.**

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_