



# Town of Wytheville

Job Opening

## Firefighter/EMT - Intermediate **OR** Firefighter/Paramedic

(Position level dependent upon overall qualifications. Position is Full-time with benefits.)

**ANTICIPATED SALARY RANGE:** Low \$40k's to mid-\$50k's. Actual compensation will be DOE/DOQ.

**DEPARTMENT:** Fire & Emergency Medical Services

**POSTED:** 09/13/23

**POSITION SUMMARY:** Working under the supervision of the Shift Captain, this position performs a variety of difficult life safety and protective service work in regard to providing fire and emergency medical services. Engages in life safety, hazard mitigation, and property conservations in response to incidents such as medical emergencies, fires, and hazardous materials incidents. The hiring level of the position will depend upon the overall qualifications and job-related certifications of the selected candidate.

➔ **A Position Description and Additional Information may be found on the Town of Wytheville's Employment Opportunities webpage at <https://www.wytheville.org/employment>.**

**MINIMUM REQUIRED QUALIFICATIONS:** Any combination of education and experience equivalent to graduation from high school or GED, supplemented by specialized EMS, Fire, and Rescue training. Must possess a valid Driver's License. Must possess Virginia or National Registry *Emergency Medical Technician – Intermediate* or *Paramedic* certification, CPR, Emergency Vehicle Operators Course (EVOC), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS). Ability to meet Department's physical standards. Must be able to obtain Firefighter I firefighter, Basic Pump Operator, NIMS 100, 200, 700, and 800 and Mass Casualty I and II within 18 months of employment, if hired. If selected for employment, continuation of employment will be dependent on maintaining certification and physical requirements and satisfactory job performance. ***Please refer to additional minimum required qualifications, knowledge, skills and abilities, special requirements and physical demands identified in the full job descriptions attached to this posting.*** Prefer 2 years of experience as an *EMT – Intermediate* or *Paramedic*.

**HOW TO APPLY:** Applicants must complete an Employment Application to be considered for a Town of Wytheville job opening. Employment applications are available online at <https://www.wytheville.org/docs/general/employment-application.pdf>, or by visiting the Lobby of the Town of Wytheville Municipal Building at 150 E. Monroe St., Wytheville, VA. Please a completed application via email to: [human.resources@wytheville.org](mailto:human.resources@wytheville.org), or by fax to: 276-223-3453, or by USPS mail to: Department of Human Resources, Town of Wytheville, P.O. Box 533, Wytheville, VA 24382.

**CLOSING DATE:** Position is posted open until filled. Review of applications begins immediately and will continue until the position is filled or the posting is cancelled.

**The Town of Wytheville is an Equal Opportunity Employer**

## POSITION DESCRIPTION

### **Class Title: Firefighter/EMT – Intermediate**

Department: Fire & Rescue

FLSA Status: Non-exempt

Effective Date: 9/07/23

### **GENERAL PURPOSE**

Performs difficult life safety and protective services work in regard to providing fire and emergency medical services. Engages in life safety, hazard mitigation, and property conservations in response to incidents such as medical emergencies, fires, and hazardous materials incidents.

### **SUPERVISION RECEIVED**

Works under the supervision of the Shift Captain.

### **SUPERVISION EXERCISED**

None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Acts in the capacity of a Virginia certified *Emergency Medical Technician – Intermediate*.
- Provides basic and advanced life support skills and other EMS stabilization procedures to the level of certification.
- Performs patient extraction from potentially life-threatening situations.
- Performs duties related to fire suppression, vehicle and technical rescue, and hazardous material incident response.
- Prepares accurate records and reports as required for State of Virginia Fire and EMS reporting.
- Drives and operates emergency equipment and vehicles as certified and required.
- Assists in maintenance of equipment related to Fire and Rescue services.
- Assists in maintenance of buildings and grounds related to the Fire and Rescue Department.
- Assists in maintenance of vehicles related to Fire and Rescue Department.
- Replenishes supplies and materials as needed.
- Assist in providing EMS and General Fire Safety training to the public.
- Assist with Community Risk Reduction programs and strategies.
- Prepares and updates pre-fire plan information.
- Performs other duties as may be assigned in reference to EMS, Fire, and Emergency Services.

## **REQUIRED MINIMUM QUALIFICATIONS**

Any combination of education and experience equivalent to graduation from high school or GED supplemented by specialized EMS, Fire, and Rescue training. Must possess a valid Driver's License. Must possess Virginia or National Registry *Emergency Medical Technician – Intermediate* certification, CPR, Emergency Vehicle Operators Course (EVOC), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS). Prefer 2 years of experience as an *EMT – Intermediate*.

## **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

Working knowledge of modern fire suppression and prevention; Working knowledge of emergency medical services and resuscitation techniques; Working knowledge of applicable laws, ordinances, departmental standard operating procedures, and regulations.

Skill in the operation of listed tools and equipment.

Ability to perform work requiring good physical condition, ability to communicate effectively, both verbally and in writing, and ability to handle stressful situations.

Ability to follow verbal and written instructions.

Ability to establish effective working relationships with members, other agencies, and the public.

Ability to work independently and take initiative, as well as in a team.

## **SPECIAL REQUIREMENTS**

(A) Ability to meet Department's physical standards.

(B) Must be able to obtain Firefighter I firefighter, Basic Pump Operator, NIMS 100, 200, 700, and 800 and Mass Casualty I and II within 18 months of employment. Continuation of employment will be dependent on maintaining certification requirements.

## **TOOLS AND EQUIPMENT USED**

Variety of fire trucks, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, cell phone, and phone, computer-aided systems, fax machines, and copy machines.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands to finger, handle, or operate objects, tools, or controls and reach with hands and arms. The

employee is occasionally required to climb, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms and repetitive motions and occasionally requires standing, walking and stooping, kneeling, crouching or crawling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic). Must be able to wear and operate self-contained breathing apparatus. Must be able to work in an IDLH atmosphere when needed. Candidate must be able to lift 100 lbs. Candidate must be able to work in stressful, demanding and hazardous environments. Work is normally performed on a 24-hour basis.

**SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview, criminal background check, driving records, physical examination, psychological examination, physical agility test, written test, and job-related test may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Department Head

Approval: \_\_\_\_\_  
Appointing Authority

Revision History: November 22, 1999, April 10, 2009, November 20, 2013, January 12, 2015, January 10, 2019, June 6, 2021, December 12, 2022, May 23, 2023

## POSITION DESCRIPTION

### **Class Title: Firefighter/EMT – Paramedic**

Department: Fire & Rescue

FLSA Status: Non-exempt

Effective Date: 9/07/23

### **GENERAL PURPOSE**

Performs difficult life safety and protective services work in regard to fire and emergency medical services. Provides advanced emergency medical care for critical and emergent patients who access the emergency medical system. The *Firefighter/EMT – Paramedic* possesses the complex knowledge and skills necessary to provide patient care and transportation. Engages in life safety, hazard mitigation, and property conservations in response to incidents such as medical emergencies, fires, and hazardous materials incidents.

### **SUPERVISION RECEIVED**

Works under the supervision of the Shift Captain.

### **SUPERVISION EXERCISED**

None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Acts in the capacity of a Virginia certified *Emergency Medical Technician – Paramedic*.
- Provides basic and advanced life support skills and other EMS stabilization procedures to the level of certification.
- Performs patient extraction from potentially life-threatening situations.
- Performs duties related to fire suppression, vehicle and technical rescue, and hazardous material incident response.
- Prepares accurate records and reports as required for State of Virginia Fire and EMS reporting.
- Drives and operates emergency equipment and vehicles as certified and required.
- Assists in maintenance of equipment related to Fire and Rescue services.
- Assists in maintenance of buildings and grounds related to the Fire and Rescue Department.
- Assists in maintenance of vehicles related to Fire and Rescue Department.
- Replenishes supplies and materials as needed.
- Assist in providing EMS and General Fire Safety training to the public.
- Assist with Community Risk Reduction programs and strategies.

- Prepares and updates pre-fire plan information.
- Performs other duties as may be assigned in reference to EMS, Fire, and Emergency Services.

## **REQUIRED MINIMUM QUALIFICATIONS**

Any combination of education and experience equivalent to graduation from high school or GED supplemented by specialized EMS, Fire, and Rescue training. Must possess a valid Driver's License. Must possess Virginia or National Registry *Emergency Medical Technician – Paramedic* certification, CPR, Emergency Vehicle Operators Course (EVOC), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS). Prefer 2 years of experience as an *EMT – Paramedic*.

## **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

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Skill in the operation of listed tools and equipment.

Ability to perform work requiring good physical condition, ability to communicate effectively, both verbally and in writing, and ability to handle stressful situations.

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