

Madison County, Virginia
Application Instructions for Emergency Medical Technician - Basic
November 6, 2025

Madison County is accepting applications for the position of Emergency Medical Technician - Basic. Information on Madison County, the position and the application procedures can be found at <https://www.madisonco.virginia.gov/>. Applications will be received until position is filled. EOE

Following is supplementary information on the position and application instructions for all interested individuals:

Full-time employees are eligible for VRS Retirement, employee health insurance (currently Local Choice-Blue Cross/Blue Shield) benefits, and holiday and vacation/sick paid time off. The current Madison County Personnel Policy is available on the County website. Part-time positions are not eligible for these benefits. The hiring rate will depend upon the qualifications of the individual selected.

Applicants are to complete a Madison County employment application form and return it to Human Resources Manager, Tillie Strothers, P.O. Box 705; Madison, VA 22727 or to tstrothers@madisonco.virginia.gov or apply online. Resumes (and limited additional relevant documentation) are encouraged and will be accepted but will not be considered a substitute for a completed County application form. General inquiries by the applicant via telephone or in person are discouraged.

The County will give preference to applicants that have appropriate experience and good people skills. Applications will be reviewed on the basis of apparent qualifications.

All applicants are expected to be qualified with applicable experience and certifications and possess a valid driver's license. All applications must be able to pass a drug screening and criminal background investigation.



Emergency Medical Technician - Basic

Department:	Location:	Job Type:	FLSA Status:	Pay Grade:
Emergency Medical Services	1473 N. Main St.	Full-Time	Non-Exempt	PS4

General Definition of Work:

Performs skilled human support work responding to emergency calls, providing emergency medical services and transportation, preparing, and maintaining detailed records, and related work as apparent or assigned. Work is performed under the supervision of the EMS Lieutenant.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions:

- Responds to emergency medical service calls, drives equipment, and administers first aid, transports victims to emergency care facilities.
- Observes patient responses; maintains accurate and complete prehospital patient care reports.
- Checks and restocks the ambulance for proper equipment and supplies.
- Performs general maintenance work and upkeep on vehicles, apparatus, equipment, station, and grounds.
- Participates in Community Risk Reduction and Community Outreach activities.
- Transports patients to hospitals.
- Maintains physical condition necessary for running, walking, crawling, climbing, stooping and heavy lifting.
- Participates in continuing training and instruction program by individual study of technical material and attendance at scheduled drills and classes.
- Other duties as assigned

Knowledge, Skills, and Abilities:

General knowledge of the principles and techniques of emergency care, , proper treatment and automobile extraction and transportation; general knowledge of the street system and geography of the County; ability to understand and follow oral and written instructions; ability to keep simple records and prepare reports; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience:

High school diploma or GED. Experience in emergency medical services is preferred. Candidates demonstrating strong clinical judgment, professionalism, and a willingness to learn will be considered, even with limited field experience.

Physical Requirements:

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force, and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle, or feel, stooping, kneeling, crouching, or crawling, and reaching with hands and arms, frequently climbing or balancing, pushing or pulling, repetitive motions, and occasionally requires standing and walking; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision, and peripheral vision; 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, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment, and observing general surroundings and activities; worker is frequently exposed to outdoor weather conditions and occasionally requires working near moving mechanical parts, exposed to fumes or airborne particles, exposure to bloodborne pathogens, and may be required to wear specialized personal protective equipment; performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, weather, temperature, noise extremes, hazardous materials, traffic hazards, bright/dim lights, explosives, disease, or pathogenic substances.

Special Requirements:

- All employees may be expected to work hours more than their normally scheduled hours in response to short-term department needs and/or County-wide emergencies.
- This is a safety sensitive position and is subject to random drug screening and criminal background checks. Positive drug test results may result in counseling and/or discipline, up to and including, termination.

Requirements Upon Hire:

- Virginia Emergency Medical Technician Basic
- American Heart Association: Basic Life Support
- Emergency Vehicle Operators Certification Class 1 and 2
- Hazardous Materials Awareness/Operations
- Possession of Federal Emergency Management Agency (FEMA) Incident Command System Classes 100, 200, 700, and 800 certifications.
- Valid driver's license in the Commonwealth of Virginia.

Future Requirements:

- Must be released by Department Operational Medical Director within 6 months of hire.
- Obtain Prehospital Trauma Life Support or International Trauma Life Support within 6 months of hire.
- Obtain Emergency Vehicle Operators Certification Class 3 within 6 months of hire.
- Obtain Vehicle Extrication within 12 months of hire.

Desired Certifications:

- Pro Board Firefighter I and II