EMS Instruction Supervisor #02046

City of Virginia Beach – Job Description

Date of Last Revision: May 7, 2026

FLSA Status: Non-Exempt **Pay Plan:** General **Grade:** G25

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Develop, instruct, and supervise training programs for the Department of Emergency Medical Services.

Representative Work Functions and Responsibilities

- Plan, develop, implement, and supervise assigned courses of study in prehospital emergency medical care including technical (e.g. Emergency Medical Technician, Paramedic), non-technical (e.g. Public Awareness), and specialized (e.g. EVOC, Programs).
- Develop, implement, and supervise specialized care courses for the Police Department and communications personnel to ensure continuity of prehospital care.

- Control and supervise the care and maintenance of all training equipment and supplies.
- Establish and maintain cooperative relationships with personnel of other EMS agencies to ensure uniformity and coordination in training.
- Plan, develop, and implement new training curricula which keep abreast of the changes in the delivery of prehospital patient care.
- Supervise the preparation and maintenance of training records to document students' participation, performance, and attendance.
- Provide supervision in the skills training setting to evaluate instructional proctors.
- Perform other job duties requiring skills, knowledge, and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on the current workloads and department needs.

Performance Standards

- Competently conduct and supervise EMS courses of study through effective teaching and administrative methods.
- Competently and accurately disseminate proper technical information and techniques to students of Basic and Advanced Life Support and other EMS training programs.
- Adequately develop and implement new training curricula.
- Competently prepare and administer programs of instructor training and related topics.
- Submit clear and accurate reports.

Minimum Qualifications

- Requires any combination of education (above the high school level) and/or experience equivalent to seven (7) years, including three (3) years teaching experience, in such positions as critical care nurse, EMT Instructor, Clinical Instructor, adjunct faculty, or as a credentialled educator with EMS experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Certification as an EMT.
- Must have a current and valid driver’s license.

Preferred Qualifications

- Graduation from an accredited college or university with a Bachelor’s degree in education, health care and/or related fields and supplemented in technical level courses in Emergency Medical Services.
- EMS Instructor Certifications such as BLS Instructor, ACLS Instructor, PALS Instructor, PHTLS Instructor, EVOC Instructor, and/or EMS Education Coordinator.

Special Requirements

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.
- This is a safety sensitive position and is subject to mandatory drug testing. Positive drug test results may result in counseling and/or discipline, up to and including, termination.
- This position may require that incumbents wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, safety glasses, gloves, or other designated safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee's supervisor based on position assigned.
- Positions within this class have been designated as Alpha I positions requiring employees to work during inclement weather, regardless of the City's operational status.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.