



Job Title: Emergency Medical Vehicle Operator (EMVO)

Date: April 1, 2022

Job Grade/Classification: Non-Exempt

Reporting Structure: This position reports directly to the Clinical Supervisor

Supervisory Responsibilities if Applicable (List any Direct Reports): None

Job Summary: This position is under the guidance of the Clinical Supervisor and Shift Coordinator. The incumbent is a member of the medical care team, trained and certified to render support to the Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), and/or Paramedic in providing patient care as specified by the West Virginia Office of Emergency Medical Services.

Responsibilities, Duties & Accountabilities:

The core, critical and essential work duties, functions and responsibilities of the position are as follows:

- Responsible for responding promptly and efficiently to calls for service;
- Responsibility for the safe and timely transportation of patients and coworkers to and from assigned destinations;
- Responsible for the safe and efficient assistance to clients/patients, moving and lifting equipment to enable them to exit their place of residence and enter the vehicle; exit the vehicle and enter their destination. This may or may not involve wheelchairs and other personal durable medical equipment;
- Following all protocols and established practices to ensure the safe delivery of patients, supplies, equipment and other materials as assigned;
- Drive safely and courteously at all times, following all laws and organizational policies;
- Maintains a clean and safe vehicle, and accurate and organized vehicle logs and client/patient records, providing reports for management;
- Responsible to support the Emergency Medical Technician, Advanced Emergency Medical Technician and/or Paramedic for care of patients prior to and during transport;
- Competently and willingly cooperates with law enforcement agencies, fire departments, and other Emergency Medical Services (EMS) agencies in various situations, where the EMVO's life may be placed in danger;
- Willing to perform duties in inclement weather, performing minor vehicle maintenance and operating an emergency vehicle during extreme weather and traffic conditions;
- Responsible for cleaning, maintaining, and resupplying the ambulance and associated equipment and supplies, in order to maintain a state of readiness for response to calls for service;
- Complies with law enforcement and accepts the legal responsibilities when working at a crime scene;
- Responsible for attending court appearances when subpoenaed by the State of West Virginia or another legal jurisdiction;
- Maintains and practices established organizational policies, procedures, objectives, quality assurance, safety, environmental, infection, and hazardous materials control;
- Ensures the completion of timely and accurate reports and other required documentation for professional services;

This job description is not designed to provide a comprehensive listing of duties and activities, which may change within the timeframe of the job description.



- Supports the departmental clinical assignments and projects, maintaining consistency with company policies procedures, which are conducive to quality patient care; Quality Management (QM) as agency policy, based on local and state requirements; ensuring the clinical participation in SJAS Quality Improvement process;
- Maintains professional working relationships with all staff members, senior leadership, clients, training providers, vendors and the general public;
- Responsible for general shift and other duties as assigned;
- Regular and routine attendance and punctuality is required;
- Availability and willingness to work evenings, weekends and holidays.

Travel Requirements if Applicable:

- As needed and assigned

Position Requirements and Qualifications:

- High School Diploma or Equivalence
- Current and valid Certification at the level of Emergency Medical Vehicle Operator (EMVO) as specified by the West Virginia Office of Emergency Medical Services (WVOEMS)
- Demonstrated successful completion of Emergency Vehicle Operation Course
- Current and Valid Certification as a Basic Life Support (CPR) Provider
- Satisfactorily meet all requirements for licensure through WVOEMS including physical, cognitive, background history and any other legal requirements
- Must satisfactorily attain NIMS courses 100, 200, 700 and 800 required within 6 months of hire date
- Demonstrated strong ability to remain calm in emergency and extreme situations; Must satisfactorily demonstrate ongoing sound judgment in areas concerning patient care, personal safety, and when dealing with the public sector
- Demonstrated professional and ethical disposition, with positive attitude and patience, exercising tact and professionalism in all matters
- Ability to maintain confidentiality and use discretion in dealing with sensitive information, exercising considerable discretion and good judgment, demonstrated conscientious and dependability
- The following physical demands are requirements and must be met in order for the successful performance of the job position: This position requires the incumbent to lift weight of 100 lbs., bend, squat, stand and sit for long periods of time; and in accordance with the West Virginia Department of Motor Vehicles (DMV), meet the required vision standard of at least 20/40 with or without correction

Preferred Qualifications:

- Working knowledge of rescue ropes and knots, vehicular extrication, low and high angle rescue and hazardous materials control

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