

# EL RENO

*It's good to be here.*

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**Job Title:** Emergency Medical Technician (EMT)

**Location:** El Reno, Oklahoma

**Departments:** Emergency Medical Service

**Position Type:** Full Time

**Grade:** Hourly

**Reports to:** EMS Operations Manager

**FLSA Status:** Non-exempt

**Revision Date:** March 20, 2025

**Job Summary:**

The Emergency Medical Technician (EMT) provides basic emergency medical care and transportation for patients requiring various needs in the pre-hospital environment. This role involves responding to emergency calls, providing high-quality patient care, and ensuring the safe transport of patients to medical facilities. The EMT is responsible for assessing and treating patients at the BLS level. The ideal candidate will have strong clinical skills, the ability to remain calm under pressure, and a commitment to public service.

**Key Responsibilities:**

- **Emergency Response:** Respond promptly to emergency calls and provide basic life support (BLS) care to patients.
- **Patient Care:** Assess patients' conditions, administer appropriate medical treatment, and monitor vital signs.
- **Medical Procedures:** Perform basic medical procedures such as CPR, bandaging, and splinting.
- **Transport:** Safely transport patients to medical facilities while providing continuous medical care.
- **Documentation:** Accurately document patient care reports and maintain patient confidentiality.
- **Equipment Maintenance:** Ensure all medical equipment and vehicles are properly maintained, stocked, and ready for use.
- **Public Interaction:** Serve as a public relations representative for the EMS department, providing information and assistance to the community.
- **Training:** Participate in ongoing training and continuing education to maintain certifications and stay current with medical practices.
- **Collaboration:** Work collaboratively with other emergency responders, including police and fire departments, to ensure coordinated and effective emergency response.

**Education:**

- High School Diploma or equivalent.
- National Registry of Emergency Medical Technicians (NREMT) and State EMT Licensure.

**Qualifications:**

- **Experience:** Previous experience as an EMT preferred.
- **Certifications:** BLS
- **Skills:** Strong clinical skills, excellent communication, and the ability to work under pressure.
- **Knowledge:** Knowledge of basic life support protocols, medical procedures, and emergency medical equipment.

**Physical Requirements:**

- Ability to lift and move up to 50 pounds.
- Ability to perform physically demanding tasks, including bending, stooping, and pulling.
- Must be able to lift and carry patients and equipment, often in challenging environments.
- Ability to work outdoors in various weather conditions.
- Manual dexterity to operate equipment and perform tasks.
- Vision and hearing within normal ranges.
- **Environment:** Work is performed in a variety of settings, including ambulances, medical facilities, and outdoor environments.
- **Hours:** Full-time position with varying shifts, including nights, weekends, and holidays.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

I understand and agree that my employment is at will only and for no term of definite duration. I also understand and agree that either the City of El Reno or I may terminate my employment relationship at any time.

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Employee

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Date

**How to Apply:**

Applications may be submitted to Human Resources by email to [kbrookshire@elrenook.gov](mailto:kbrookshire@elrenook.gov) or can be taken to the El Reno Municipal Building at 101 N. Choctaw.

Download the [Employment Application \(PDF\)](#) here.

Employee

Date

*The City of El Reno is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The City of El Reno is an at-will employer. This means your employment is for an unspecified period and it is subject to termination by you or the City of El Reno, with or without cause, with or without notice, and at any time.*