

FIRE SERVICES AND SUPPLY TECHNICIAN

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible position in the fire service, the primary duties and responsibilities include overseeing the maintenance of the fire department buildings and grounds and the repairs of the fire ground tools and equipment, including the maintenance and repair of self-contained breathing apparatus. The Fire Services and Supply Technician is responsible for the maintenance and repair of fire department facilities, including electric, plumbing, and general construction, and maintaining an inventory of supplies. The incumbent in this class maintains and repairs computer network systems and equipment, as well as communications equipment. Employees of this class perform work under general supervision, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Oversees the maintenance and repair of department facilities and property, including electrical systems, wiring, connections, and component parts. Installs and repairs heating systems and their component parts, including gas lines, valves, thermostats, switches, relays, filters, and burners. Installs and repairs air conditioning systems and their component parts, including fan motors, switches, thermostats, relays, filters, condensers, and compressors. Repairs and maintains plumbing systems and component parts; and overhead door assemblies and components. Performs carpentry work on station buildings and paints exterior and interior surfaces of the station when needed.

Maintains inventory of supplies and equipment necessary to perform assigned duties, including assuring adequate supplies are on hand. Makes recommendations on purchases of supplies for the fire department. Orders supplies and equipment and prepares purchase requisitions according to department procedures. Meets with sales representatives to review products. Organizes and stores assigned equipment and supplies in an orderly fashion. Receives deliveries of property, equipment, and supplies in accordance with departmental procedures. Transports, delivers, and picks up equipment to be repaired or maintained.

Periodically evaluates condition of department property, equipment and supplies in order to recommend repair or replacement. Arranges for repairs and maintenance of assigned facilities, equipment, or operating systems, assigns such to a qualified department

personnel, or makes arrangements for repairs which cannot be completed within the department. Gets estimates on repair costs for any assigned equipment. Inspects equipment after repairs to ensure that repairs were properly accomplished.

Performs maintenance and repairs to fire ground equipment and tools, including nozzles and nozzle assemblies; hoses and hose couplings; emergency lighting, power generators, and other electrical equipment. Repairs and maintains electrical systems, switches, wiring, connections, and component parts. Maintains generators by refueling, changing and adding oil, and similar tasks. Inspects and maintains air pack refilling equipment and self-contained breathing apparatus, including face masks, hoses, cylinders, regulators, valves, backpack and harness assemblies, and other component parts. Conducts flow testing of self-contained breathing apparatus.

Assists network providers in setting up, maintaining, and monitoring the local computer network. Inspects and repairs network cables and wires and assists in installing network lines. Aids in locating repair services and arranging for repairs or assigns task to a qualified department personnel. Installs, modifies, and makes repairs to department computer hardware and software including monitors, keyboards, printers, disk drives, operating systems, word processing, or spreadsheet programs. Repairs or replaces software applications in department vehicles such as New World Systems, Microsoft Office Suite, web browsers, router firmware, or any other necessary application. Inspects equipment and systems after repairs to ensure repairs were properly accomplished.

Responds to inquiries concerning problems with network systems and operations. Performs remedial actions to correct problems, enters diagnostic commands, and determines nature of problem to assist operators in resolving network and data communication problems. Works with a superior officer in investigating accidents involving department computer equipment and formulates procedure to avoid future accidents. Attends meetings with computer vendors to review products and makes recommendations for the purchase of computer network equipment, hardware, and software. Organizes and stores equipment and supplies in an orderly fashion. Tests and repairs any malfunctioning communications equipment. Provides assistance in supervising the general care, maintenance, and use of departmental communications equipment. Participates or conducts training in computer or communications equipment when required.

Receives and maintains records on the use and maintenance of self-contained breathing apparatus. Personally completes forms, records, and reports, as required. Reads service manuals and any other written material necessary to perform repairs and maintenance. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments, or calibrations. Assists in providing for the needs of firefighters and other emergency personnel at the scene of an incident.

Performs any related duties assigned.

