

# RESPIRATORY AND EMERGENCY EQUIPMENT TECHNICIAN



<b>DIVISION:</b>	LOGISTICS
<b>DEPARTMENT:</b>	ADMINISTRATION
<b>SUPERVISOR:</b>	LOGISTICS DIVISION CHIEF
<b>SUPERVISION EXERCISED:</b>	NONE
<b>SALARY/WAGE STATUS:</b>	NON-EXEMPT, GRADE 3
<b>CIVIL SERVICE STATUS:</b>	NO
<b>PERS STATUS:</b>	GENERAL SERVICES
<b>BARGAINING UNIT:</b>	NO
<b>REVISION DATE:</b>	6/10

## PRIMARY PURPOSE

Under general supervision of the Logistics Division Chief this position is responsible for performing the maintenance and testing functions and completing the documentation processes required to ensure compliance and operational functionality necessary to support the Respiratory Protection Program.

## ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to, the following duties and responsibilities:

1. Maintains accountability records for all respiratory equipment using multiple software applications to maintain a variety of database files, lists and compliance records, and to document the function, annual testing and certification of specific areas within the broad scope of Respiratory Protection. Recommends improvements to the Districts respiratory documentation processes.
2. Repairs, maintains, certifies and ensures operational readiness of all self-contained breathing apparatus (SCBA) packs, SCBA high pressure cylinders, face masks, rapid intervention team (RIT) equipment and other related respiratory protection equipment.
3. Provides mobile repair and testing functions, travelling between stations, training grounds and incident scenes as necessary.

4. Refills high pressure cylinders, both breathing air and medical oxygen. Transports cylinders to and from fill sites, stations and fire scenes as necessary to support fire operations, training functions and District sponsored events.
5. Provides initial and annual fit testing of all District employees required to wear respiratory protective equipment in compliance with state, federal and District requirements.
6. Performs maintenance and repair on all District owned breathing air compressors, both mobile and stationary. Responsible for conducting and documenting air quality compliance testing in accordance with state, federal and District guidelines.
7. Schedules and coordinates repairs on equipment with vendors for warranty and/or maintenance processes that cannot be completed in house.
8. Determines and maintains an adequate stock of supplies and parts necessary to support the maintenance responsibilities of the program. Uses the District integrated software inventory control module to track and reconcile inventory.
9. Coordinates activities, schedules and service with a variety of internal and external customers.
10. Develops, delivers and updates training material regarding pack maintenance, inspection processes and line level requirements.
11. Participates in group activities and/or committees to determine needs of the program and/or make recommendations for changes as necessary to ensure the program is run efficiently to meet federal, state and District requirements.
12. Remains current with industry practices and trends.

### **SECONDARY FUNCTIONS**

1. Picks up and delivers parts from local vendors as directed.
2. Transports vehicles and/or equipment throughout the Portland Metro area as needed to accomplish duties. Travels to and from the District facilities, outside vendor establishments and customer locations.
3. May perform or coordinate limited maintenance on other District owned fire equipment including, but not limited to, gas monitors, thermal imagers, cardiac monitors, nozzles and hand lights.
4. May provide assistance to other Division workers as needed.

5. May build and or assemble shelving, racks, storage boxes or work areas as needed.
6. Maintains a clean and organized work area and service vehicle.
7. May participate in divisional project development outside of normal job classification and duties.
8. Must be prepared to report/remain at work during major emergencies, disasters, and some large emergency exercises with little or no notice. Must be able to meet this requirement without substantial delay by taking appropriate steps for individual and family preparedness.
9. May receive assignments well outside of job description or normal chain of command during major emergencies, disasters and some emergency exercises.
10. Participates in the development, update and delivery of training material.
11. Performs other duties as required or assigned.

### **JOB SCOPE**

Position involves high levels of interaction with co-workers, customers and vendors. Incumbents must be able to function in an environment of changing priorities, delays and cancellations and still meet expected time lines and schedules. Incumbent performs under limited supervision and is required to make decisions that affect firefighter health and safety. Errors and/or process oversight in this functional area may have life threatening consequences. Tasks involve basic decisions using reasonable judgment and common sense commensurate with communicated expectations, specific direction, stated instructions and District guidelines.

### **JOB QUALIFICATIONS**

- Requires high school diploma or equivalent and three (3) years of relevant experience. An equivalent combination of education and experience will be considered.
- Basic knowledge of methods, standard practices, equipment, and tools associated with the maintenance and repair of SCBA's, air bottles and breathing air compressors and the transfer of medical oxygen as required to perform the essential functions.
- Basic understanding of and ability to use tools and equipment commonly found in or as used in the maintenance of SCBA's.

- Demonstrated manual dexterity and a basic mechanical aptitude including but not limited to the use of small hand and power tools.
- Requires within first six (6) months manufacturer's technician certification for the current brand of SCBA used by the District and demonstrated ability to perform testing, maintenance and computer-based tracking as outlined in NFPA publication 1981 and obtain any additional or separate certifications required to legally perform maintenance and repairs on SCBA's as required by state and/or federal law. Current SCBA Technician Certificate from Scott Manufacturing is preferred. May be required to change certification levels and manufacturer, as this may change with the department's decision of SCBA used.
- General knowledge of and intermediate proficiency in use of computers for the purpose of data entry, word processing and processing emails. Accuracy and timeliness of data input using specialized software.
- Ability to travel throughout the Portland Metro area in order to fulfill the essential functions of the position. Must possess a current, valid driver's license and maintain a driving record insurable by the District's insurer in order to drive a District vehicle.
- Ability to work cohesively in a team oriented environment with a high level of customer service and courtesy.
- Ability to organize multiple tasks and schedules simultaneously with limited supervision.
- Ability to perform those physical activities required for essential functions including, but not limited to: frequent sitting, standing, and otherwise being mobile, occasional to frequent crouching, kneeling, stooping, twisting, bending, climbing, balancing, reaching, grasping, and pinching; frequent lifting, carrying, pushing, and pulling up to 50 lbs.
- Ability to read and understand, and communicate effectively in English, both orally and in writing.
- Ability to remain calm in emergency situations.
- Ability to work independently.
- Ability to establish and maintain courteous working relationships with others both inside and outside the Fire District.

## **WORKING CONDITIONS**

This position requires frequent exposure to hazards such as extreme temperatures, dust, loud noises, dim lighting, smoke, fumes, chemicals, airborne pathogens and all other hazards encountered in a shop environment. Also, requires occasional exposure to inclement weather and equipment contaminated by fire ground use, as well as all other environmental adversities that may be encountered in the performance of the essential functions. This position may experience occasional stress due to internal deadlines. Pulls trailers up to 24 foot in length.