

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Fire Equipment Technician
FUNCTIONAL AREA: Fire Department

WORK OBJECTIVE:

Clerical and manual stores work of a responsible nature in the operation of a central storeroom involving varied municipal fire related supplies and equipment; as well as technical work maintaining and repairing self-contained breathing apparatus, air bottles, masks and air compressors owned by the Fire Rescue Department.

Work of an employee in this classification involves responsibility for the supervision of a storeroom, stocking varied supplies, materials, and equipment used in the general operation of the fire department as well as performing clerical and manual work. Responsibilities also include analyzing and diagnosing problems, inspecting, replacing and/or repairing defective parts, and performing preventive maintenance on self-breathing apparatuses and small equipment; in accordance with federal and state regulations. Employee receives general instructions on procedures to be followed, but is responsible for applying proper storekeeping methods to work problems. Supervision is received from a superior through discussion, inspection of work performed, and condition of inventory.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Receives, unpacks, and stores goods and supplies in proper storage areas.
- Inspects quantity and quality of goods received for general conformity to prescribed specifications.
- Issues supplies on approved requisitions for a variety of purposes.
- Receives, stores, issues, and ships merchandise.
- Maintains a clean storeroom area.
- Maintains proper maintenance of records incidental of inventory, receipt of goods, and issuance of stock.
- Prepares and submits for approval requisitions for stock replacements.
- Develops efficient storage methods, including the allocation of proper bins or storage areas.
- Organizes and participates in the taking of physical inventory.
- Operates computer to maintain records of preventative maintenance and repairs.
- Performs preventative maintenance on all fire department self-breathing apparatuses and small equipment, including repair and replacement.
- Maintains accurate records and paperwork, such as work orders, service logs, parts requests, and order forms.
- Is responsible for performing assigned duties in a safe and efficient manner.
- Conducts annual inspection on equipment to ensure safe operation.
- Ensures integrity of cylinders.
- Recharges SCBA air cylinders.
- Performs computer data entry to establish and update files on SCBA and related equipment.
- Performs related work assignments.

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MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High school diploma or GED preferred; supplemented by one (1) year of work experience in stores or stockroom work involving the receipt, storage, and issuance of supplies plus experience in mechanical repair of SCBA equipment; must obtain all required repair technician certifications from the manufacturer of the SCBA equipment and air cylinders within six months of hire; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Considerable knowledge of storeroom methods and procedures.

Knowledge of a variety of tools, parts, materials, and supplies, particularly as used in firefighting, maintenance, and basic mechanical repair work.

Knowledge of purchase and requisition procedures.

Ability to determine quantity and quality of goods in relation to prescribed specifications.

Ability to make arithmetic computations and to keep inventory and stores records.

Ability to establish and maintain effective working relationships with municipal employees.

Ability to understand and follow oral and written instructions.

Good physical condition and manual dexterity to permit the lifting and moving of heavy objects.

Possession of a valid State of Florida driver's license.

PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Requires intermittent lifting, carrying, pushing, and/or pulling of heavier objects (80+ pounds).

ENVIRONMENTAL REQUIREMENTS:

Some work is performed in usual office conditions with some exposure to disagreeable environmental factors, e.g., cleaning chemicals/fumes, mild temperature variations, dust. Some work is performed in outdoor environments. Due to the nature and location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around vehicle/equipment and lawn maintenance equipment, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

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The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.