

Firefighter Support Technician



General Summary of Classification:

This is an hourly-temporary classification only. An incumbent in this position performs a variety of routine logistics-related duties to support the Division of Fire's firefighters and fire stations on an as needed basis; performs related work as required.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Provides logistical support to the Division of Fire's operations by receiving, verifying and unloading deliveries from vendors;
- Receives orders for supplies from fire stations, pulls, loads and delivers supplies, notifies supervisor when inventories are running low and need replenished, prepares and maintains related documentation;
- Supports the laundry facility operations, ensures firefighters' clothing, bed linens, towels, mats, coveralls, etc. are laundered regularly and in accordance with the manufacturers' guidelines using the proper laundering equipment and supplies;
- Ensures the proper washing and drying of turnout gear, rescue wear, and station wear by correctly separating the layers and components, preparing the gear and clothing for laundering which may include removing removable liners and drag rescue devices (DRD) from outer shells, turning items inside out if recommended, placing DRDs in mesh laundry bags, fastening all closure and tightening systems, covering the hook portion of all hooks and loops to prevent snagging during laundering and to help guard against premature wear and damage, and properly using designated cleaning agents;
- Properly cleans and decontaminates firefighters' turnout PPE (helmet, hood, gloves, boots) after each use;
- Safely handles cleaned and laundered gear and PPE and ensures thorough drying of all layers by hanging firefighters' turnout gear and PPE properly so that the cabinet's warm air can efficiently circulate through and thoroughly dry turnout coats, pants, gloves and boots and to prevent the return or use of damp gear, and by correctly using gear drying racks and operating the gear drying cabinets in order to ensure gear readiness for use before returning the gear to the fire stations;
- Safely handles and transports contaminated EMS equipment, safely disposes of contaminated equipment when necessary, safely cleans and decontaminates equipment by adhering to all decontamination protocols, and returns decontaminated EMS equipment to the appropriate fire station;
- Assists with the proper sizing and fit of new firefighting turn-out gear to ensure the integrity of the protection from the helmet, hood, gloves and boots with the turnout ensemble, prevent injury and fatigue, and to ensure each firefighter's comfort, mobility and protection against heat hazards and hazardous contaminants;
- Delivers small LP gas tanks to fire stations; relocates, and delivers small and large Oxygen tanks to fire stations;
- Assists with special projects as needed or assigned;
- Cleans and maintains storage areas, laundry facility and other work areas to ensure compliance with all applicable safety and environmental regulations;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Sound working knowledge of basic inventory practices and procedures; excellent working knowledge of the protocols for the safe handling, transport, cleaning, decontamination and disposal procedures for firefighter turnout gear, PPE, rescue and station wear exposed to hazardous materials, sound understanding of the Division of Fire's operations.
- **Technical:** Safely operate an array of specialized laundry and decontamination equipment; accurately recognizes when gear, PPE or other equipment needs to be replaced; demonstrates an keen knowledge of proper fit and sizing
- **Interpersonal, Communication and Customer Service:** Communicates clearly, effectively and appropriately with all levels of personnel; demonstrates excellent collaborative skills; work safely and efficiently independently and as part of a team.
- **Decision-making and Authority:** Consistently uses sound judgment to handle items contaminated with hazardous materials, determine when items need replaced, & selecting the proper process and equipment for laundry and decontamination.
- **Leadership:** Non-supervisory. Requires an uncompromising commitment to safety and protocols for own and others' safety.
- **Environment:** Works in various locations including in close proximity to and in direct contact with hazardous materials.
- **Physical:** Performs physically demanding work including, but not limited to heavy lifting and physical exertion.

Minimum Education and Experience:

Education: Graduation from high school.

Experience: Previous experience with cleaning, decontaminating and maintaining firefighters' gear and PPE.

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills, and abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.