



Thurston County Fire Protection District 8

Proudly Serving Northeast Thurston County Since 1953

ARTICLE 10 SECTION 2.4 BUSINESS FUNCTIONS:

EQUIPMENT OPERATIONS & MAINTENANCE COORDINATION: SYSTEMS TECHNOLOGY

Based on the provisions of Sections 11.6 “Assignment of Additional Tasks” and 10.2 “Program Pay” in the current IAFF Local 2903-District *Collective Bargaining Agreement*, the following is a general description of the business functions for this position:

The Fire Chief shall determine the number and deployment of any business function assignments. The number and deployment may be changed as needed; the current number/deployment shall be:

(1) Equipment operations & maintenance coordination for systems technology assets to include District vehicle mounted mobile data terminals and tablets; land mobile radio equipment including base stations, mobile units, portable radios and pagers; vehicle mounted cellular telephones and modems; facility based telephone systems; keys and security systems both facility based and vehicle based (including Knox-box units); and certain operational support software computer programs for incident reporting and management informational use.

General summary of business functions:

- Assists the Battalion Chief of Facilities & Equipment (BC-F&E) and District Secretary-Administration Manager (DS) (for information technology items) in the coordination, control and oversight of maintenance and operation of District systems technology assets ;
- Ensures that systems technology assets are properly secure, performing correctly, and meet operational support requirements;
- Works with vendors and contractors in accordance with State and local rules and regulations in order to perform maintenance and repairs as necessary; works with allied agencies (e.g. T-Comm 9-1-1) in network connections to District systems technology assets;
- Provides technical support and/or administrative work with emergency response software.
- Attends District meetings as requested; and
- Attends external training and meetings as authorized/directed by the Fire Chief or designee.

The incumbent in this position assists the BC-F&E and DS in development and implementation of the District’s systems technology equipment maintenance & operations program. The incumbent is tasked with ensuring preventative maintenance, repair and replacement of District systems technology assets are accomplished as required. This work may include providing coordination with vendors, allied agencies and contractors to provide such service.

The incumbent will communicate with and coordinate requests for maintenance, repairs and replacements of District systems technology assets; based on current District policy, the incumbent will also have appropriate procurement authority to fulfill such requests.

The incumbent will advise and assist the BC-F&E and DS on planning and implementing the District systems technology assets program with regard to the District Capital Repairs & Replacements Program (CR&R) plan, budget and funding.

The incumbent may work with other members of the District as needed for special projects, programs planning and decision making if directed to provide input on District systems technology asset impacts.

The incumbent works directly with District data entry support personnel to ensure that all District systems technology asset software, reports, inventory and records are being accurately and effectively entered and processed.

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