



Thurston County Fire Protection District 8

Proudly Serving Northeast Thurston County Since 1953

ARTICLE 10 SECTION 2.4 BUSINESS FUNCTIONS:

EQUIPMENT OPERATIONS & MAINTENANCE COORDINATION: PPE & UNIFORMS

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 personal protective equipment (PPE) as defined in District Policy 3-05; self-contained breathing apparatus (SCBA) including air packs, components, masks and facility based compressed air filling stations; and uniforms including duty and dress ensemble and body-armor. Also coordinates the inventory and procurement of District on-hand consumable supply stocks.

General summary of business functions:

- Assists the Battalion Chief of Facilities & Equipment (BC-F&E) in the coordination, control, maintenance and issuing of District PPE and uniforms;
- Inspects and inventories all PPE to ensure safe and proper operation and readiness for service including conformance with requirements as determined by the District Health & Safety Officer;
- Works with vendors in accordance with any pertinent contracting rules and regulations in order to perform maintenance, repairs and replacements as necessary;
- Coordinates logistics for the District on-hand supply stocks including inventorying and ordering basic firestation consumable items (e.g. cleaning supplies, toiletries, kitchen equipment, condiments, vehicle washing supplies, etc.);
- 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 in development and implementation of the District’s PPE and uniform program. The incumbent is tasked with ensuring preventative maintenance, repair and replacement of District assets are accomplished as required. This work may include providing coordination with vendors and contractors to provide such service.

The incumbent will communicate with and coordinate requests for maintenance, repairs and replacements of District PPE and uniforms from District personnel; 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 on planning and implementing the District PPE & uniform program with regard to the District Capital Repairs & Replacement (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 PPE and uniform impacts.

The incumbent works directly with District data entry support personnel to ensure that all required items are appropriately tracked in District recording inventory and maintenance records as appropriate.

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