



# Thurston County Fire Protection District 8

*Proudly Serving Northeast Thurston County Since 1953*

## ARTICLE 10 SECTION 2.4 BUSINESS FUNCTIONS:

### **EQUIPMENT OPERATIONS & MAINTENANCE COORDINATION: APPARATUS & SUPPRESSION EQUIPMENT**

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 apparatus and suppression equipment to include all District motor vehicles and apparatus; hose including adaptors and nozzles; ladders; saws, powered extrication tools and suppression related power equipment; portable fire extinguishers mounted on apparatus; ventilation fans; apparatus mounted electronic tools including thermal imaging cameras and environmental testing devices; and powered and manual suppression hand tools mounted on apparatus.

General summary of business functions:

- Assists the Battalion Chief of Facilities & Equipment (BC-F&E) in the coordination, control and oversight of maintenance and operation of District apparatus and suppression equipment ;
- Inspects and tests District apparatus and suppression equipment to ensure safe and proper operation, safety and readiness for service including conformance with requirements with industry standards and/or as determined by the District Health & Safety Officer;
- Works with vendors and contractors in accordance with State and local rules and regulations in order to perform maintenance and repairs as necessary;
- Schedules and organizes asset inspections and maintenance then communicates any impacts to District personnel in a timely basis;
- 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 apparatus and suppression equipment maintenance & operations 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 apparatus and suppression equipment; 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 apparatus and suppression equipment 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 apparatus and suppression equipment impacts.

The incumbent works directly with District data entry support personnel to ensure that all District equipment operations & maintenance software, reports, inventory and records are being accurately and effectively entered and processed.