



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Equipment Technician – Fire Technology & EMS		
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
RANGE:	35		
HOURS PER DAY:	Up to 8		
HOURS PER WEEK:	Up to 40		
MONTHS PER YEAR:	Up to 12		
REPORTS TO:	Director of Fire Technology and EMS Programs or Designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Equipment Technician – Fire Technology & EMS organizes and coordinates the equipment and supplies distribution for Fire Technology and EMS. The incumbent receives, inventories, fits, issues, stores, repairs, and maintains Fire Technology and EMS equipment, apparel, and supplies on a day to day basis. This position is responsible for training and supervising the work outcomes of student workers. The Equipment Technician – Fire Technology & EMS drives fire engines and other program vehicles for training and for District trips on an as-needed basis. This job class is responsible for the inventory, safe storage, and proper use of equipment, supplies, chemicals and materials related to fire suppression within an instructional program. Employees in this classification receive limited supervision within a framework of standard policies and procedures.

TYPICAL DUTIES

- Organizes, distributes, services, maintains, cleans, repairs, collects, and logs inventory of equipment, apparatus, chemicals, and supplies for various fire program and EMS courses including, but not limited to:
emergency medical services; structural fire operations; rescue; forcible entry; ground ladders; hoses, nozzles, and appliances; ropes and rope rescue; vehicle extrication; command and control; instructor development; wildland fire operations; leadership and management; incident command systems; tactics and strategy; safety and survival; and similar domains in Fire Technology and EMS.
- Maintains computerized inventory and record keeping for Fire Technology and EMS apparel, equipment, and supplies.
- Maintains accurate records of equipment issued to students, faculty, and staff.
- Assists in developing equipment and supply needs for budget preparation for the replacement of equipment, supplies, and apparel.

POSITION DESCRIPTION**POSITION TITLE: Equipment Technician – Fire Technology & EMS**

- Receives, marks, issues, checks, cleans/disinfects, repairs, and maintains program apparel, and supplies.
- Issues and collects Fire Technology and EMS equipment at the beginning and end of each class period to maintain accountability. Properly fits equipment for all Fire Technology and EMS students.
- Cleans, sanitizes, and regularly inspects all program equipment.
- Reports missing equipment and supplies and initiates recovery of items.
- Makes minor adjustments and repairs to uniforms and equipment as necessary. Reports need for major repairs to supervisor.
- Schedules required testing of equipment such as ladders, hose, SCBA, and PPE to ensure compliance with regulatory standards.
- Performs regular daily, weekly, and monthly inspections of program fire engines, training ambulance, utility vehicles, and other apparatus assigned to the program.
- Maintains equipment room in a neat and orderly manner.
- Maintains a log book and equipment inventory of all vehicles assigned to the program.
- Schedules regular maintenance, service, and repairs of vehicles and other equipment through the college transportation department.
- Trains and supervises the work outcomes of student workers.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS*Knowledge of:*

- Computer applications to assist in recording an inventory of equipment, uniforms, and supplies.
- Equipment, materials, supplies, chemicals, and terminology used in Fire Technology and EMS.
- Basic uniform and equipment repair using an assortment of power and manual tools.
- Uniform and equipment care including the effects of washing and drying uniforms.
- Health and safety regulations relevant to the operations of the Fire Technology and EMS Programs.
- Methods for providing training and direction in the accomplishment of tasks performed by student workers.
- Standard English vocabulary, grammar, spelling, punctuation, typing, and filing procedures.

Ability to:

- Prepare, operate, maintain, transport, and demonstrate proper use of equipment and materials related to Fire Technology and EMS.

POSITION DESCRIPTION**POSITION TITLE: Equipment Technician – Fire Technology & EMS**

- Communicate and enforce established safety rules, regulations, and procedures related to equipment and chemical use to staff and students.
- Understand and follow oral and written directions.
- Maintain accurate records using a computer system and software applications.
- Train and supervise the work outcomes of student workers to assist in assigned tasks and duties.
- Receive, issue, store, and repair equipment in assigned departments and or programs.
- Effectively communicate, orally and in writing.
- Work independently, be organized and detail oriented.
- Learn from errors, determine appropriate corrective action, and prevent repeated occurrences.
- Establish and maintain cooperative and effective working relationships with other, including those from diverse academic, socioeconomic, cultural, ethnic, and ability backgrounds.

WORKING CONDITIONS*Environment:*

- Indoor and outdoor work environment.

Hazards:

- Exposure to air and water under high pressure, dust, noise, chemicals, and materials commonly encountered in fire suppression.
- Contact with cleaning chemicals.
- Work with and around compressed air and gas equipment and cylinders.
- Decontamination of equipment, supplies, and clothing soiled by blood borne pathogens.

QUALIFICATIONS*Education Required:*

- Any combination of training, education, and experience equivalent to graduation from an accredited fire academy program.

Experience Required:

- One year of experience with equipment and supply inventory and coordination.
- One year of experience using computers and software programs for routine business processes.

POSITION DESCRIPTION

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Experience Preferred:

- Previous experience in a Fire Service and EMS position.

Possession of:

- Class B California Driver's License with air brake endorsement or the ability to obtain the license within 90 calendar days of employment.
- Current Fit Test card for the brand of SCBA used in the Fire Technology Program or the ability to obtain the card within 90 calendar days of employment.
- SCBA service technician certificate for the brand of SCBA used in the Fire Technology Program or the ability to obtain the certificate within 180 calendar days of employment.

APPROVALS

Date Created/Revised: 10/29/2018

Cabinet Reviewed: 10/2018

Board Approved: 01/16/2019

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)