

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FIRE SCIENCE PROGRAM FACILITIES AND EQUIPMENT SPECIALIST

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

Oversee and coordinate the maintenance and control of the Fire Science program facilities, equipment, materials and supplies; perform complex technical work related to Fire Science; coordinate the operational functions of Fire Science laboratory areas, including to prioritize, distribute and coordinate lab resources, assisting with training setups, and training others in the proper use of the program's facilities, equipment and supplies. This position reports to the Program Director (Fire Science).

DISTINGUISHING CHARACTERISTICS

This position works with minimal supervision, within a framework of policies and procedures, to assist the program director in implementing the Fire Science instructional program. The incumbent is expected to work with a considerable degree of independence in an environment that requires maintaining current working knowledge of complex facilities, equipment and supplies, and related safety regulations. The incumbent ensures that equipment for instructional purposes is available and operational, and that its condition assures student and instructor safety in a potentially hazardous simulation training environment.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Organize, distribute, collect, and maintain inventory of equipment, apparatus, chemicals, gear, and supplies for the Fire Science program.
2. Ensure that all equipment and supplies are clean, properly stored and in good condition.
3. Design, build, implement and maintain warehousing systems including equipment tracking, check out, and storage systems.
4. Maintain warehouse, apparatus bay, laboratories, prep areas and other assigned areas in a safe, clean and orderly condition; assume responsibility for the security of the assigned facilities, equipment and supplies.
5. Prepare and issue equipment and supplies for faculty, staff and student use; monitor and maintain records of checked out equipment; report missing equipment and supplies, and initiate recovery of items.
6. Assess equipment and supply needs; recommend their repair, replacement and purchase; prepare and receive equipment and materials orders; assist in budget preparation for equipment and supplies.

7. Inspect shipments for satisfactory condition, verify for payment and store or distribute for storing as necessary.
8. Assist faculty with lab activities by performing duties of a technical nature such as preparing and setting up lab materials, supplies and equipment, dismantling and cleaning up labs, and demonstrating the safe use of the program's facilities, equipment and supplies.
9. Set up program equipment and supplies for special events on and off campus, as appropriate.
10. Maintain program facilities and equipment procedures manuals; provide related training; encourage and monitor facilities/equipment proper use and safe practices.
11. Inspect, wash/clean and perform minor repairs of program equipment, gear and supplies including, but not limited to fire apparatus, chain and rotary saws, generators, smoke ejectors, breathing apparatus, turnouts.
12. Perform preventative maintenance on all program equipment; schedule required testing of equipment to ensure compliance with regulatory standards; document inspections, preventative maintenance and repairs; arrange for external service inspections and repairs; maintain record logs.
13. Perform daily apparatus pre-trip inspection.
14. Transport equipment and materials as needed to training locations; may collaborate deliveries with Heavy Equipment Operator.
15. Provide assistance and technical expertise on related projects such as semester class schedule plans, design or modification of labs in new or existing facilities.
16. Assist in implementing the terms of various agreements.
17. Establish and maintain working relationships with internal and external constituents.
18. Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

Fire apparatus equipment, materials and supplies necessary for instructional training programs.
Methods of care, cleaning, and maintenance of fire apparatus, turnouts and vehicles.
Record-keeping, inventory and filing practices and procedures.
General federal and state safety laws related to fire equipment and apparatus.
Computer processing methods.
Inventory methods and procedures.
Self-Contained Breathing Apparatus filling procedures.
Multi-tasking and prioritization of tasks.
Appropriate safety practices and procedures including district policies and procedures.

Ability to:

Understand and carry out oral and written directions.
Provide assistance to students and instructors on availability and use of equipment and supplies.
Initiate actions to improve facilities and procedures.

Organize and inventory warehouse; identify and work with equipment, supplies, and materials common to the field.

Use specific computer programs, Word, Excel, Access, and PowerPoint.

Exercise proper care in handling of equipment.

Operate District vehicle.

Adapt to changing technologies and learn functionality of new equipment and systems.

EXPERIENCE AND EDUCATION:

Earned associate degree in any discipline or graduation from an accredited fire academy **AND** two (2) years of experience working in a firefighter position **INCLUDING** one (1) year of experience with equipment and supply inventory and coordination.

LICENSE OR CERTIFICATE

A valid Class B California Driver's License with tank endorsement or the ability to obtain the license within four (4) months of employment.

Current Fit Test card for the brand of SCBA used in the program or the ability to obtain the card within four (4) months of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Duties are primarily performed on the Higher Education Center at Otay Mesa (HECOM) campus and other off-campus sites.

Duties are performed indoors and outdoors.

The incumbent will experience interruptions while performing normal duties during the regular workday.

Regular exposure to solvent fumes, dust, and hazardous chemicals and odors

Working around and with machinery having moving parts

May include evening and Saturday work as the semester and/or program changes

Physical:

Handle equipment, and operate machinery necessary to perform job duties.

Walk, sit or stand for extended periods of time.

Bend and twist, push and pull, stoop, kneel.

Reach in all directions.

Ability to frequently lift, push and/or carry objects weighing up to 50 pounds.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Human Resources