



JOB DESCRIPTION



JOB TITLE: Support Services Supervisor

JOB CODE: 3310

DEPARTMENT: East Fork Fire & Paramedic Districts

FLSA STATUS: Non-Exempt

REPORTS TO: Deputy Chief/EMS

SUMMARY OF JOB PURPOSE

Oversees the Specialized Self-Contained Breathing Apparatus (SCBA) program including placement of SCBA into service; manages the maintenance, testing, repair, and modification of SCBA and breathing air compressors; operates a general warehouse operation including warehousing surplus equipment and janitorial supplies.

ESSENTIAL FUNCTIONS

1. Conducts research for recommendations regarding SCBA and breathing air compressors, determines needs, develops specifications, evaluates bids, and coordinates purchases with vendors; evaluates the quality of products and compares prices to determine the most cost effective purchases; continually evaluates and holds vendors accountable for product quality and pricing.
2. Responsible for ordering and maintaining supplies for all district career and volunteer fire stations, firefighters, and emergency vehicles; sorts, stocks, and delivers equipment and supplies to the various destination locations; tracks and updates the districts fixed asset inventories and equipment inventory control; performs continuous monitoring of expenditures, supply demands, and budget restraints, and manages expenditures accordingly; oversees all other Warehouse stock, equipment purchases, repairs, and services.
3. Troubleshoots SCBA and breathing air compressors utilizing approved test equipment and procedures; interprets, makes decisions, and/or recommendations on technical problems; inspects and tests new apparatus prior to being placed into service.
4. Plans, provides, or arranges for routine testing of SCBA components and/or breathing air compressors, including quarterly air quality tests; oversees all SCBA service and repair on all pack and compressors; schedules and sets priorities for maintenance and repair; places into service, maintains, tests, and repairs or coordinates repairs with outside vendors/manufacturers; prepares and maintains all documentation of work completed, including vendor/matrix information.
5. Provides training to users of the various apparatus in routine checks, cleaning, and procedures for use of SCBA; provides necessary equipment for SCBA checks and cleaning to all locations using SCBA.
6. Assists in NFPA/ISO required ladder testing; coordinates NFPA/ISO hydrant inspections, ratings, and maintenance; arranges for air cylinder annual hydro testing and performs scheduled inspections and maintenance for district air compressors; conducts fire hose repair/coupling and pressure testing; performs necessary repairs on small engine equipment and ensures timely return to service and/or replacement.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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7. Performs life safety and cleanliness inspections of all district facilities including buildings, grounds, equipment, fire suppression supplies, and personal protective equipment; prepares and maintains documentation of inspections and tests performed.
8. Supervises assigned staff; prioritizes and reviews work to assure work quality and the timely accomplishment of assigned duties and responsibilities; provides or coordinates training programs for staff; counsels, coaches, and instructs employees; assists with the hiring and promoting of staff, disciplining employees, and preparing performance evaluations.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED) and a minimum of two (2) years experience in SCBA use, basic field maintenance and cleaning, and inspection in the fire service setting.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; maintain records and prepare reports and correspondence; analyze data and exercise independent judgment; communicate effectively in verbal and written form; speak clearly, concisely, and distinctly in training situations; write/print legibly.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations; work and think quickly and clearly under pressure and exercise good judgment in emergency situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of all relevant policies, procedures, guidelines, principles, techniques, and/or practices that relate to SCBA and breathing air compressor systems including testing and processes; knowledge of fire service SCBA operations and procedures and a background demonstrating a mechanical aptitude; ability to operate standard office equipment and personal computers including word processing and spreadsheet software.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Nevada Class C Driver's License with an acceptable driving record; forklift certification; ability to obtain a Class B Driver's License with "F" endorsement and SCBA Maintenance and Repair Certificate within six (6) months of employment.

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PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb ladders, enter confined spaces, walk on uneven surfaces, balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or carry up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to outside weather conditions; frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The employee is occasionally exposed to extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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