

SENIOR FIRE EQUIPMENT SERVICER

DEFINITION

Assists in managing the overall Fire Extinguisher Service Shop operations in Central Shops or other Maintenance and Operation's location.

TYPICAL DUTIES

Applies knowledge of laws and District rules, policies, and procedures for the Fire Equipment Servicer craft in performing the following duties:

- Surveys sites, plans, schedules, inspects and certifies completion of operations involving the installation, servicing, and repair of portable CO₂, water, and dry-chemical fire extinguishers performed by District and contract personnel.
- Inspects fire suppression systems to determine needed work and inspects the completion of the work.
- Instructs and demonstrates the proper use of fire fighting equipment to new employees and District personnel.
- Reviews current fire ordinances and implements necessary changes that reflect modifications to the code.
- Develops, reviews and revises work schedules.
- Confers with supervisor on job requirements, plans and schedules.
- Prepares job estimates, scope of work and sketches of work required.
- Plans and coordinates with district personnel, local fire departments, community representatives, contractors and vendors in planning and scheduling work.
- Prepares correspondence, reports, instructions, description of tasks and related documents.
- Provides emergency responses and related services to minimize safety hazards to students, employees and the public.
- Orients work crews in the proper and safe use of tools, equipment, and materials and implements safe work practices.
- Applies provisions of collective bargaining agreements.
- Identifies and evaluates fire equipment, supplies, techniques and systems.
- Ensures compliance with procurement procedures.
- Performs journey-level duties as needed.
- Provides work direction to craft personnel.
- Coordinates resolution of construction project issues in accordance with District Policy, applicable laws, and regulations.
- Obtains contracts from private vendors and interacts with, coordinates, and inspects the work of contractors.
- Substitutes for the supervisor during absences.
- Enters work order and requisition data utilizing computer systems.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Craft person assists a supervisor in managing the overall respective operations in District facilities.

A Central Shops Supervisor manages the overall craft operations in maintenance and operations central shops, supervising, assigning, inspecting, and evaluating the work of assigned staff; providing technical work direction to site-based staff; and monitoring, inspecting, and reviewing work performed by contractors.

A Craft Person performs the journey level work within their specific unit in the maintenance and operations of District facilities.

SUPERVISION

General supervision is received from a higher-level supervisor. Work direction is exercised over lower-level employees.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of organization, personnel management, and progressive disciplinary procedures
- Pertinent employee health and safety laws, regulations, and District policies and procedures
- Pertinent provisions of labor contracts
- Repair methods and materials related to fire fighting and safety equipment installation
- Applicable local fire department regulations
- Health and safety practices used in handling fire and related equipment
- Pertinent provisions of labor contracts
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook

Ability to:

- Read and interpret blueprints, plans, drawings, and specifications
- Use a variety of hand tools required for the installation and maintenance of fire cabinets, hoses, and other fire extinguishing and suppression equipment
- Operate equipment used in hydro testing and carbon dioxide transfer
- Enter and retrieve information using computers
- Estimate cost of materials and labor
- Communicate effectively, both orally and in writing
- Recognize, analyze, and deal effectively with problems and issues
- Work effectively with administrators, District personnel, State Fire Marshall personnel, Building Contractors and representatives of local fire departments, and the public
- Manage and direct multiple projects simultaneously
- Promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
- Maintain confidentiality

Special Physical Requirements:

- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and safely lift up to 50 pounds in inspecting and performing work
- Ability to work safely at heights including the use of ladders, scaffolds and other related equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Two years of experience in the installation, servicing, repair, and hydrostatic testing of fire extinguishers. Experience with a fire suppression system is highly preferable.

Special:

A Certificate of Registration issued by the State of California Fire Marshall for Types 1 and 2 portable fire extinguisher servicing.

Employment is subject to medical clearance which meets pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including but not limited to, asbestos and lead.

A Facilities Planner Training Program certificate is required upon completion of the probationary period.

A valid California Driver license.

Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and abilities. Management retains the discretion to add or change typical duties of a position at any time.

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