



TOWNSHIP OF CENTRAL FRONTENAC

JOB DESCRIPTION – JANUARY 2018

POSITION: PERSONAL PROTECTIVE EQUIPMENT
COORDINATOR

DEPARTMENT: FIRE & RESCUE

REPORTS TO: DEPUTY FIRE CHIEF

PURPOSE OF THE POSITION:

Reporting directly to the Deputy Fire Chief, the Personal Protective Equipment Coordinator is an integral part of Central Frontenac Fire & Rescue (CFFR) personal protective equipment program, as such he/she will be responsible for coordinating the program and assisting the Deputy Fire Chief with ensuring the program is implemented effectively.

RESPONSIBILITIES:

Regular duties include but are not limited to the following:

- Assist the Deputy Fire Chief to provide required PPE to personnel, make sure PPE is used as prescribed, maintain PPE in good condition and ensure we are compliant with applicable legislation and best practices
- Provide training on PPE to personnel
- Ensure required tracking of testing, cleaning, repairing and issuing of PPE is completed
- Submit written reports on any deficiencies with the program.
- Track and maintain required inventory
- Evaluate PPE and make recommendations for the selection of PPE
- Audit the program as required

SUPERVISION RECEIVED

- Receives support and direction from the Deputy Fire Chief

COORDINATION EXERCISED

- Coordinate activities with CFFR Officers and vendors

EDUCATION/QUALIFICATIONS

General

- Grade 12 education or equivalent secondary education as established by the Ontario Ministry of Education;
- Member of Central Frontenac Fire & Rescue;
- 5 years' experience in fire suppression;

- Proficiency with Microsoft Office Suite;
- Must be willing and able to wear all required uniform clothing and/or personal protective equipment as assigned/required;

Interpersonal Skills/Contacts

- Excellent verbal and written communication skills;
- Ability to handle matter of a confidential or politically sensitive nature, and to maintain confidentiality;
- Excellent interpersonal skills including the ability to work effectively in a team environment and establish strong professional relationships with external stakeholders;
- Ability to be a team player;

Internal

- Work with Fire & Rescue personnel.

External

- Work with other public safety agencies and vendors.

Other Duties

- Undertake other duties and responsibilities falling within his/her competency that may from time to time be assigned.

WORK ENVIRONMENT

- Office environment.
- Respond and work in all types of weather and less than ideal conditions. He/she could have to enter hazardous atmospheres and areas and will be expected to work in a safe manner.

Approved By: _____
Manager Emergency Services Fire Chief