



## TOWNSHIP OF CENTRAL FRONTENAC

### JOB DESCRIPTION – JANUARY 2018

**POSITION:** RESPIRATORY PROTECTION COORDINATOR

**DEPARTMENT:** FIRE & RESCUE

**REPORTS TO:** DEPUTY FIRE CHIEF

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#### **PURPOSE OF THE POSITION:**

Reporting directly to the Deputy Fire Chief, the Respiratory Protection Coordinator is an integral part of Central Frontenac Fire & Rescue (CFFR) respiratory protection 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 respiratory protection to personnel, make sure respiratory protection is used as prescribed, maintain respiratory protection equipment in good condition and ensure we are compliant with applicable legislation and best practices;
- Provide training on respiratory protection to personnel ;
- Ensure required tracking of testing, cleaning, repairing and issuing of respiratory protection equipment;
- Submit written reports on any deficiencies with the program;
- Track and maintain required inventory;
- Evaluate respiratory protection equipment and make recommendations for the selection of respiratory protection;
- Audit the respiratory protection 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