

City of Fort Worth, Texas Job Description

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| Classification Title | Protective Gear Specialist | | |
| Job Code: | ST5220 | Job Family: | Service Trades |
| Pay Grade | 505 | Date Created: | 06/15/15 |
| FLSA Status | Nonexempt | Date Revised: | |

GENERAL SUMMARY

Cleans, repairs, issues, and tracks Fire Department uniforms and personal protective equipment to maintain Verified Service Provider (VPS) status for the Fort Worth Fire Department.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Separates, identifies and records serial numbers. Washes liners in extractor and hangs on air-drying racks. Hand cleans and inspects helmets and boots.
2. Repairs personal protective equipment for Fort Worth Fire Firefighters, which includes repairing and patching holes, trim and loose seams; sewing or monogramming rank patches and buttons; and, replacing pockets when necessary.
3. Uses computer software Excel program to keep track of personnel list, rank, measurements, dates of some issued items, retirements, new recruits, promotions, demotions, sizes, ID numbers, etc. for documentation, monogramming, and issuing.
4. Maintains state records by entering Fire Department Personal Protective Equipment (PPE) items into PPE tracking database, APT (Advanced Protection Tracking). Provides advanced inspection using hydrostatic testing and marks identified items for repair. Returns repaired items to individual firefighter in the 48-hour turn-around process. Exchanges and records out of service gear and places manufacturer orders as necessary.
5. Provides fabric testing and sampling to renew VSP provider status yearly. Measures and issues rookies, shirts, pants, jackets, pullovers for graduation.
6. Completes quarterly inventory. Makes order requests based on uniform and gear inventory counts.
7. Orders supplies and cleans work area.
8. Performs other duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:
 - Computer program software. (Microsoft Excel)
 - Industrial sewing machine operation.
 - Types of heavy material.
 - Use a computerized inventory system
 - Methods and techniques of basic file and record maintenance
 - Federal, State and local laws, codes and regulations pertinent to the testing, cleaning and repair of bunker gear.
 - NFPA (National Fire Protection Association) 1851 rules and regulations.
 - Personal Protective Equipment (PPE) gear compatibility.
- Skill in:
 - Measurement and calculation.
 - Inventory tracking and management.
 - Cleaning and repair.
- Ability to:
 - Use GPS (Global Positioning System) and read a map.
 - Test, clean, and repair bunker gear.
 - Learn to operate bunker gear cleaning and drying equipment.
 - Operate, maintain, oil, repair and clean sewing machines and related sewing equipment.
 - Use, or learn to use computer terminals for inventory control.
 - Measure, cut, sew, and hem.
 - Use sewing machine.
 - Use Pe-Design for computer monogramming
 - Communicate clearly and effectively, both orally and in writing.
 - Keep accurate records.
 - Perform inventory.

QUALIFICATIONS

Minimum:

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

HS diploma/GED supplemented by specialized training in sewing & upholstery and two years of increasingly responsible sewing or re-upholstery experience.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

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.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.