



Code: 8784
Family: Public Safety
Service: Public Safety
Group: Fire Service
Series: Firefighting

CLASS TITLE: COORDINATOR OF AIR MASK SERVICES

CHARACTERISTICS OF THE CLASS

Under direction, coordinates and directs the Fire Department's Division of Breathing Apparatus and the activities of the staff for responsible for ensuring proper storage, maintenance, inspection, distribution and repair of scuba, Oxygen cylinders, bunker gear and equipment related the department's air banks inventory, performs related duties as required

ESSENTIAL DUTIES

- Directs operation of Breathing Apparatus maintenance and repair services and ensures the proper handling (i.e., storage, inventory, repair, inspection, and distribution) of breathing apparatus and related air bank inventory equipment and related supplies
- Ensures adequate coverage of civilian technicians engaged in the inspection, maintenance and repair of breathing apparatus and equipment
- Establishes and implements Fire Department guidelines for breathing apparatus services
- Represents the department and liaisons with other federal, state, and local entities as the department's Respiratory Protection Program Administrator in regards to the documentation and administration of the OSHA standard 1910.134
- Oversees the administration of the department's computerized inventory and requisition database required to monitor and track air bank inventory that is available and ready for use
- Works with the departments of Finance and Procurement to devise equipment specifications and scope of service requirements for breathing apparatus equipment and supply contracts
- Trains and supervises the training of the division's staff
- Researches, tests and evaluates the effectiveness of breathing supplies and equipment utilized by the unit and recommends the procurement of same
- Develops the Program's work objectives, quality standards and performance measures, working department managers to monitor program effectiveness
- Adheres to established standards and directs the development and management of breathing apparatus materials program grants, budgets, and administrative functions
- Maintains records and prepare work related reports for management's review and approval
- Responds to fire and other emergencies as directed

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Must be a uniformed member of the Chicago Fire Department with Career Service status and at least ten (10) years working in the Fire Suppression and Rescue Division PLUS Career Service status of Lieutenant or higher.

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

- Fire Service Vehicle Operator Certificate
- Illinois Fire Service Institute (IFSI) Management course 1 and 2, through the Office of the State Marshall

WORKING CONDITIONS

- General office environment
- Hazardous conditions
- Extreme heat
- Public safety work environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, tablet)
- Firefighting personal protection and related equipment
- Two-way radios
- Hazardous material equipment

PHYSICAL REQUIREMENTS

- Ability to perform physical and strenuous firefighting work requiring physical strength, coordination, endurance and flexibility
- Ability to wear protective clothing and specialized self-contained breathing apparatus for extended periods of time
- Ability to operate firefighting equipment and apparatus
- Ability to use first responder medical equipment and supplies including automated external defibrillator equipment
- Ability to work under extreme temperatures and weather conditions and other dangerous environments

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *OSHA, NIOSH, NFPA regulations as they apply to specifically, breathing apparatus equipment and respiratory protection as well as other related fire department equipment
- *rules, regulations, practices and procedures of the Chicago Fire Department
- *Fire incident and emergency management response planning, notification procedures, and protocols
- *Federal, State and Local laws and regulations regarding pertinent breathing apparatus used in fire and emergency incidents
- *Use of equipment, tools and apparatus designed for fire, emergency and hazardous material incident responses
- *SCBA and SCUBA techniques, principles and practices

- *management and supervisory principles, theories, and practices
- applicable computer software packages and applications (e.g., Microsoft Office Suite)

Some knowledge of:

- geographical locations in the City
- inventory, asset, and contract management principles and practices
- policy development and implementation methods
- OSHA Standard 29 CS 1910.134

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MANAGEMENT OF MATERIAL RESOURCES- Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- *COORDINATION WITH OTHERS- Adjust actions in relation to others' actions
- *INSTRUCTING - Teach others how to do something
- *SOCIAL PERCEPTIVENESS- Demonstrate awareness of others' reactions and understand why they react as they do
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- SYSTEMS EVALUATION- Identify measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system

Abilities

- SUPERVISE- Supervise the work and conduct of subordinate personnel
- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS- Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- COME UP WITH IDEAS- Come up with a number of ideas about a topic
- REACH CONCLUSIONS- Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

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- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other Work Requirements

- PERSISTENCE- Persist in the face of obstacles on the job
 - INITIATIVE- Demonstrate willingness to take on job challenges
 - COOPERATION- Be pleasant with others on the job and display a good-natured, cooperative attitude
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
 - INDEPENDENCE- Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
 - INNOVATION- Think creatively about alternatives to come up with new ideas for and answers to work-related problems
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
April, 2023