

	City of Toledo Fire Health and Safety Officer Job Description	
	Salary Range: \$4388-\$5382/Month	Department: Fire Department
	Classification: FLSA Non-Exempt	Supervisor: Fire Chief
	Representation: Toledo Public Safety Association	Location: Fire Department

General Roles and Responsibilities

To be a tactical responder for the fire department is the primary responsibility for this position. They will be responsible to maintain all Personal Protection Equipment (PPE) within the fire department. Additionally, they may support other City Departments as requested.

- **Structure, Wildland, Extrication.** Ensure that PPE is electronically accounted for. Issue PPE to firefighters (FF) when needed. Manage, maintenance and disposal at end of life.
- **Medical.** Ensure that needed medical response items are in stock, ordered, and up to date.
- **Breathing Apparatus System (BAS)/Rapid Intervention Team (RIT) bags.** Ensure BAS and RIT bags are in good working order and needed maintenance is being done.
- **Air monitors.** Regular testing and maintenance of our portable air monitors.
- Manage the disaster cache and equipment with the Fire Chief.
- Manage annual requirements, hearing test, vaccinations, blood borne pathogens, Cardiopulmonary resuscitation (CPR) and first aid training for all City employees and volunteers.
- Assist City employees and volunteers with any SAIF claim issues in the field (Paperwork, evaluations, rides to urgent care and/or follow up appointments).
- Manage the city’s respiratory protection plan, Fire, Public Works half mask and N95/99 testing.
- Participate in disaster and management planning public education events.
- Integrate into Oregon (OR) OSHA training.

The Health and Safety officer is not responsible to repair these items, but make sure they are in response ready condition and provide recommended maintenance of such items. The Health and Safety Officer will also serve as a duty officer approximately four (4) times a month.

Schedule

- Employee shall normally be scheduled forty (40) hours per week, unless otherwise changed or approved by the Fire Chief.

Supervision Received and Exercised

- Functions under the direction of the Fire Chief.

Knowledge and Skills Required

Minimum Education

- High school diploma or equivalent.

Minimum Experience

- Minimum of 10 (ten) years of firefighting experience as a volunteer, part-paid, combination, or 5 (five) years as a full-time paid fire firefighter.
- Officer experience preferred.
- Military experience considered.

Certifications/Licenses

- Must have a valid Oregon Driver's License or the ability to obtain one within six (6) months upon acceptance of the position.
- Oregon Emergency Medical Technician or higher medical certification within 24 months
- Basic Life Support (BLS) CPR card/certification, and BLS Instructor.
- National Incident Management System certificates for IS-100, IS-200, IS-300, IS-400 and IS-700 within one (1) year of employment.
- Firefighter (FF) FF1 and FF2. Wildland FF type 2 or above. DPSSST or equivalent apparatus operator.
- We will train or find the available training to increase training and experience.
- National Fire Protection Association (NFPA) instructor 2

Knowledge of:

- Principles, practices, and procedures of modern firefighting and prevention (extensive level).
- The operation of various types of firefighting apparatus and equipment maintained by the department (thorough level).
- Communication: Frequent (60-80%) communication inside and outside the organization.
- Creativity: Substantial (60-80%) level of responsibility for creation, development, design or problem solving of new product, program, methods, systems, procedures or policy issues. The requirement to generate new ideas, innovate based on current practice, and/or create original work is an extremely important aspect of the position and occupies more than 50% of regular work time.
- Hazardous chemicals, gases, liquids, and explosives, and their potentials (extensive level).
- The geography of the service area as well as the location of draft sites, roads, and the location and nature of any hazardous areas (thorough level).

Skill & Ability in:

- Evaluating fires; identifying dangerous chemicals, hazardous conditions, and their potential.
- Reacting calmly and using sound judgment during emergency situations.
- Planning, assigning, directing, supervising, and reviewing emergency operations.
- Supervising and directing personnel and equipment during the worst possible conditions.
- Exercising initiative and independent judgment.
- Establishing and maintaining a healthy and effective relationship with subordinates, representatives of cooperating agencies, and the general public.

- Maintaining effective working relationships with other City departments and the general public.
- Computer literate in Word, Excel, PDF, Outlook and other commonly used software.
- Communicating effectively, both orally and in writing.

Primary/Essential Responsibilities

Administration

- A. Maintain an electric database of all equipment in the fire caches.
- B. Review policies/procedures/guidelines. Update each as needed.
- C. As requested, prepare reports to the City of Toledo by utilizing data inputted in Elite and other report writing databases. Present the reports as requested.
- D. Assist with following the current budget and help maintain apparatus replacement plan.

Operations

- A. Ability to assume the command role on fire related calls. Direct fire related operations. Request resources from outside agencies. Participate in firefighting operations as needed. Provide medical care as needed.
- B. Ability to work within the command structure when needed.

Maintenance

- A. Analyze the need for new equipment. Review quotes and the budget in regards to new equipment. Obtain approval for purchase. Receive and inventory new equipment. Assure proper training on the equipment and place in service.
- B. Keep up to date records on all equipment and current locations. Annual air pack testing. Air quality testing for the compressor. Testing and maintenance for portable air monitors.
- C. Coordinate all maintenance with Chief, Training and inspections as to not take equipment out of service that might be needed for upcoming events.

Completes other duties as assigned.

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

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.

This level has a work environment that contains hazards or obstacles on a regular (60-80%) basis. Exposure to working conditions such as high noise levels, heat, cold, lack of lighting, confinement, chemicals, inclement weather, machinery, contagious diseases, or where interactions with hostile, attacking individuals occur frequently and create a moderately high level of work risk or hazard.

Physical and Mental Demands

The physical demands described here are representatives 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. Positions at this level operate with a substantial (60-80%) mental demand due to interruptions, changing priorities, disagreeable and/or demanding people, and deadlines which are very tight. Risk and possible adverse impact on

the organization exist in majority of decisions. Flexibility and adaptability are definitely needed to withstand demands of position.

Positions at this level require moderate (40-60%) physical effort and manual labor such as carrying, constant movement, frequent lifting of light items, some lifting of moderately heavy objects. While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects.

The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required to operate equipment such as computers, keyboards, telephones, standard office equipment, and standard police equipment. Physical exertion may be required to climb stairs and over walls, run, move heavy objects, crawl through tight spaces, and kneel in confined areas.

Additional Information

The employee is required to live within 30 minutes of the fire station within three (3) months of employment. Firefighters must adhere to annual NFPA 1582 standards and must submit to ongoing physical exams and fitness evaluations, including annual drug testing.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential functions.

Essential competencies of this job are described under the headings above. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

Revised: 12/26/2023

Adopted: 01/03/2024