

UNIFIED FIRE AUTHORITY JOB DESCRIPTION

JOB TITLE: Personal Protective Equipment (PPE) Specialist
DIVISION: Support Services
BUREAU: Logistics
DATE: October 2025

BASIC FUNCTION OF POSITION:

Performs SCBA mask fit testing of personnel, flow testing, and maintenance to all air packs, and coordinates testing necessary for cylinder certification. Maintains and coordinates the repair and maintenance of all PPE and SCBA. Maintains records of repairs, maintenance, and cleaning per regulatory requirements and applicable standards, including ISO and insurance purposes. Ensures proper information is stored for easy retrieval. Performs PPE fitting for all personnel and coordinates cleaning and repair of all PPE. Monitors industry updates in relationship to all the PPE equipment and makes appropriate recommendations. Coordinates emergency repairs of air packs, face pieces, and other PPE. Acts as Logistics Duty Officer on a scheduled basis. Will assist the Supply Staff Captain, in his absence, with supervising Supply staff. Assists other Logistics staff as needed.

SUPERVISION RECEIVED:

Works under the general direction of the Logistics Division Chief and reports directly to the Supply Staff Captain with minimal supervision. Work is reviewed at key stages, or when unusual circumstances arise, to ensure compliance and consistency with UFA policies and procedures.

SUPERVISION EXERCISED:

None

PRINCIPAL RESPONSIBILITIES:

Responsible for all PPE including but not limited to SCBA, structural fire protective ensembles, and wildland fire protective clothin. The following list describes several of the essential functions of this position. This list may be supplemented as necessary:

- PPE Products and Supplies: Solicits and evaluates new and existing vendors for quality, responsiveness, and efficiency; seeks competitive pricing from various vendors; maintains a close liaison with vendors to expedite ordered acquisitions.
- Follows all required Personal Protective Equipment and UFA record keeping procedures.
- Administers flow tests for SCBA air-packs, individual fit-testing for face masks, and performs SCBA repairs according to OSHA and manufacturer standards

- Coordinates quarterly collection of air-quality samples on cascade air systems; operates, monitors, and maintains breathing-air compressors to assure supplied air meets all quality standards as promulgated by NIOSH, OSHA and NFPA.
- Manage PPE inventory lifecycles, including replacement scheduling in coordination with the Supply Staff Captain and vendor procurement.
- Oversees the preparation, shipping, and retrieval of SCBA air-bottles and related equipment for periodic re-certifications.
- Coordinates the cleaning and repair of all turnouts and maintains records so turnout gear can be replaced prior to end of service life.
- Conducts cleaning of PPE and SCBA components as necessary per the manufacturer's guidelines
- Assists with the issuing and tracking of uniforms of selected personnel
- Responds to emergency situations to provide the necessary coordination and/or operation of specialized emergency equipment, while using established emergency protocols and UFA policies.
- Acts as the on-call Logistics Duty Officer on an after-hours rotating schedule established by the Supply Staff Captain. This task involves providing support for fire crews operating on long-term incidents by delivering specialized equipment to emergency scenes, purchasing and delivering meals for extended incidents, and coordinating emergency repairs to fire stations where circumstances warrant.
- Attends various training seminars or classes to obtain and maintain necessary certifications.
- Promotes a high-level of customer service and good public relations.
- Performs other duties of a similar nature or level.

TYPICAL DECISIONS:

Incumbents are expected to function independently by using personal initiative to plan and carry out assignments, self-schedule ongoing equipment inspections & certification, make repairs, operate equipment, maintain orderly records, and rotate inventory as required.

MINIMUM REQUIREMENTS:

Knowledge of:

- Common business and personnel management practices
- Maintenance and repair methods and associated tools
- Basic business mathematics and business English
- NIOSH, OSHA, and NFPA standards associated with SCBA equipment repair and maintenance
- Incident Command System
- Inventory and recordkeeping systems

Skills (or Skill In):

- Safe use of hand and power tools
- Fire apparatus use and operation

- Fire apparatus equipment care and maintenance
- Forklift operation
- Basic business computer use & software (Microsoft Word, Excel, Power Point, etc.)
- Basic office equipment including copiers, printers, fax machines and scanners

Ability to:

- Use judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The incumbent analyzes results and recommends changes and/or solutions.
- Analyze situations quickly and objectively while determining the proper course of action under stressful and/or emergency conditions.
- Establish and maintain effective working relationships with UFA employees, public officials and the general public

MINIMUM REQUIREMENTS:

- Valid Driver License
- Valid EMT, AEMT or Paramedic licensure
- Currently serving as a UFA Firefighter or UFA Firefighter Specialist and have completed all requirements of a Firefighter
- Successful completion of two (2) years of full-time UFA employment in a sworn Firefighter position
- MSA CARE certified air mask repair education certificate (within one year of selection)
- NFPA 1851 PPE Standard Certification (within one year of selection)
- Forklift Operator Certification (within one year of selection)

MINIMUM REQUIREMENTS FOR SENIOR SPECIALITY:

- Successful completion of five (5) years of full-time employment in a sworn UFA Firefighter position, and a minimum of three (3) years as a UFA Specialist (any specialty or combination of Specialists)
- FEMA IS 702 and IS 703
- UFRA NFPA Fire Inspector I or UFRA Company Officer Inspector, or accepted equivalents
- UFRA NFPA Fire Instructor I certification, or acceptable equivalent

WORK ENVIRONMENT:

Work is performed in a general office environment during routine office hours, Monday through Friday, however after hours and weekend work is possible. This position can work extended office hours M-Th or Tues-Fri to fulfill the 40 hour per week requirement based on the needs of the Logistics Division and coordination with the Logistics Division Chief and other Logistics Division team members. Work activities vary widely including

attendance at meetings, field, and classroom training, and driving to station to perform fit testing and working on SCBA. Work may include infrequent response to emergencies to assist with logistical and/or administrative duties.

PHYSICAL AND MENTAL JOB REQUIREMENTS:

To perform the job successfully, an individual must be able to perform each of the essential job functions satisfactorily. This position involves use of computer equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the physical and mental capabilities to read information printed on paper and displayed on computer monitors; hear, speak, and communicate verbally using the English language; cognitive thinking and mathematical calculation capabilities; manual dexterity to manipulate standard office equipment, papers, files, and records. This position requires moderate physical exertion such as long periods of standing; walking over rough, uneven, or rocky/muddy surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; and recurring lifting or moving of moderately heavy items (up to 100 pounds).

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Classified as FLSA Non-exempt and eligible for overtime

This position is classified as a Category A position with regard to the Employee's Use of Mobile Phones policy.

This position is classified as a Category B position with regard to Staff Vehicle Assignment and Use and Reimbursement.