

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: May 2, 2013

Department: Fire

Current	Request	Recommendation
New Position	Inventory Control Assistant III PR 6HN (\$36,902 - \$40,836)	Fire Equipment Repairer I PR 7DN (\$36,399 - \$45,425) Recruitment at \$37,491 with three years of related experience Recruitment at \$38,615 with four years of related experience

Action Required

In the Salary Ordinance, under Pay Range 7DN, add the footnote designation "(12)" to the title "Fire Equipment Repairer I" with the footnote to read as follows: "(12) Recruitment is at \$1,441.95 (\$37,490.70) for candidates with at least three years of related experience and at \$1,485.21 (\$38,615.46) for candidates with at least four years of related experience.

In the Positions Ordinance, under Fire Department, EMS/Training/Education Bureau Decision Unit, Training Division, delete one position of "Inventory Control Assistant III" and add one position of "Fire Equipment Repairer I".

Background

The Fire Department sent a letter to the Fire and Police Commission requesting the classification of a new position which was approved in March of this year. A job description was provided and discussions were held with Assistant Chief Gerard Washington; Battalion Chief Erich Roden; and Juliet Battle, Fire Personnel Officer.

Duties and Responsibilities

The basic function of this new position is to repair, test, and maintain the Fire Department's personal protective equipment (PPE). Duties and responsibilities include the following:

- 40% Conduct repairs of PPE per national standard NFPA 1851 requirements. (National Fire Protection Agency 1851: Standard on Selection, Care and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting)
- 30% Conduct inspections of PPE per national standard NFPA 1851 requirements.
- 10% Works with the Inventory Control Assistant III to assist the Fire Captain with the development of PPE policies and procedures, and other projects as needed.
- 5% Clean and maintain PPE.

- 5% Receive notice of pick-up and delivery of PPE from the Inventory Control Assistant III and conduct both as required.
- 5% Participate in and provide subject-matter expertise for research and development, evaluations, and specifications of PPE.
- 5% Attend training on best practices and advancements in PPE materials, inspection, and maintenance.

Requirements include two years of experience in the use of industrial sewing equipment with a background in making repairs and alterations; and organizational, record keeping, and basic computer skills.

Analysis

The Fire Department currently has a contractor test and repair their turnout gear or PPE which includes protective clothing. The Department determined that, after an initial cost to purchase equipment, they could save an estimated \$100,000 on an annual basis if they created a position to perform this function in-house. The position would be in the Training Division and would be located at Fire Station 36.

To classify this position comparisons were made to other related classifications including those listed in the following chart.

Title	Pay Range and Rates
Inventory Control Assistant III	6HN (\$36,902 - \$40,836)
Inventory Assistant IV	6JN (\$38,595 - \$43,453)
Fire Equipment Repairer I	7DN (\$36,399 - \$45,425)
Fire Equipment Repairer II	7GN (\$40,088 - \$49,406)

- Inventory Control Assistant III in PR 6HN (\$36,902 - \$40,836) – the Fire Department currently has two positions, one in the Construction and Maintenance Division and one in the Bureau of Instruction and Training. The basic function for each of these positions is as follows:
 1. Serve as the sole custodian of the Construction and Maintenance Division stockroom, including all auxiliary stockrooms and parts storage; and be responsible for ordering, maintaining, and the issuance of supplies and materials needed for the Department's operations. This includes ordering vehicle parts and accessories for heavy and light apparatus and other firefighting equipment.
 2. Serve as the sole custodian of the Department's commissary program, including station wear and protective clothing; and be responsible for ordering, maintaining, evaluating, and the issuance of clothing for Department members. This includes ordering, maintaining inventory, and distributing all protective clothing for members of the Fire Fighting Division (25%); collecting and preparing protective clothing for delivery to vendor responsible for the maintenance of gear (20%); and inspecting protective clothing for suitability, reparability, and need for replacement (25%). (Note: the duties of this position

will change as it no longer will be preparing protective clothing for delivery to the vendor/contractor but rather will deliver it to the new position for evaluation and repair.)

- Inventory Assistant IV in PR 6JN (\$38,595 – \$43,453) – the Fire Department does not currently have any positions with this classification although there are several positions in the Department of Public Works. These positions typically serve as a leadworker and are responsible for monitoring and maintaining stores stocking levels; arranging for the procurement of new or replacement materials or services; prompt disbursement; receipt and storage of materials; accurate and prompt processing of associated paper and computer transactions; and ensuring the accuracy of master/physical inventory counts and arranging for corrective action as needed.
- Fire Equipment Repairer I in PR 7DN (\$36,399 - \$45,425) – the Fire Department has one position which is located in the Construction and Maintenance Division. The basic function is to be responsible for the inspection, repair and maintenance of tires and hoses on all Department vehicles and apparatus. This includes inspecting and evaluating all tires and tubes for necessary repair, recapping, warranty, or scrapping; rotating and balancing tires; inspecting matching, and reconditioning rims for proper assembly; changing or repairing tires in the Department shop or on the road; inspecting and evaluating all fire hoses for repair or replacement; resetting or replacing coupling on fire hoses; mending salvageable hose jackets; distributing and marking all new hoses; maintaining accurate records of hose assignments; maintaining tire inventory; and completing all necessary paperwork.
- Fire Equipment Repairer II in PR 7GN (\$40,088 - \$49,406) – the Fire Department has three positions and all are located in the Construction and Maintenance Division. The basic function for each position varies and is listed below:
 1. Design, fabricate, alter, and repair specialty fabric items uniquely inherent to the Fire Service; and maintain and fill compressed air and oxygen cylinders, work with liquefied oxygen systems, and fabricate/alter equipment cases. This includes designing, fabricating, altering, and repairing specialty items made of leather, nylon, canvas, and vinyl including hose covers, weather protective covers, seat covers, chair cushions, safety straps, harnesses, bags and pouches using methods of sewing, adhesive, and mechanical fastening. (This particular position is also known as the “Upholsterer”. An exam was given for this “Upholsterer” position in 2011.)
 2. Repair and maintain vehicles, firefighting tools and equipment, and emergency medical services (EMS) equipment; and repair and maintain equipment and tools used for the maintenance of 36 fire stations. This includes servicing, rebuilding, repairing, overhauling, adjusting, and testing portable equipment including nozzles, exhaust fans, roof and chain saws, generators, water pumps, extrication equipment, lawn mowers, snow blowers, deluge sets, and floor buffers; and assisting the Fire Equipment Machinist with the repair and replacement of parts and fittings including operating lathes, milling machines, pipe cutters, drill press, and other machines. (This particular position is also known as the “Assistant to Machinist.”)

3. Aid in troubleshooting and repairs, servicing and maintenance of heating, plumbing, air handling, air conditioning, and electrical systems in the various engine houses and bureaus. This includes assisting in general plumbing repairs not needing the services of a licensed plumber and troubleshooting, servicing, repairing and maintaining appliances such as gas stoves, refrigerators, and humidifiers. (This particular position is also known as the "Assistant to the Fire Building and Equipment Maintenance Specialists.")

This new position has some duties and responsibilities that are typical of both an Inventory Control Assistant III classification and a Fire Equipment Repairer classification such as conducting inspections of materials to determine whether they need to be replaced. Other functions, however, are more typical of just a Fire Equipment Repairer classification. These functions include conducting the actual repairs of materials; and cleaning and maintaining materials. The requirements of this new position include experience in the use of industrial sewing equipment which is consistent with a Fire Equipment Repairer classification but not an Inventory Control Assistant classification.

A review of other Fire Equipment Repairer classifications indicate one position of Fire Equipment Repairer II also does industrial sewing but works with a wider variety of materials including hose covers, weather protective covers, seat covers, chair cushions, safety straps, harnesses, bags and pouches. This position also has responsibility to maintain and fill compressed air and oxygen cylinders, work with liquefied oxygen systems and fabricate/alter equipment cases. The Fire Equipment Repairer I position does not have as wide a range of responsibilities and focuses on the inspection, repair and maintenance of tires and hoses. The new position under study also has a more narrow focus on repairing, testing and maintaining PPE and is most comparable to the Fire Equipment Repairer I classification.

The Department requested the classification of Inventory Control Assistant III in Pay Range 6HN which has a recruitment rate of \$36,902 and a maximum of \$40,836. Our recommended classification of Fire Equipment Repairer I has a lower minimum of \$36,399 and a higher maximum of \$45,425. The specific skills and experience for this new position justify a higher level classification with a higher maximum. To assist with recruitment we recommend creating a new recruitment rate of \$1,441.95 (\$37,490.70) for a candidate with three years of experience and a recruitment rate of \$1,485.21 (\$38,615.46) for a candidate with four years of experience.

Conclusion and Recommendation

Based on the above analysis we recommend this new position be classified as Fire Equipment Repairer I in Pay Range 7DN. We also recommend creating a new recruitment rate of \$1,441.95 (\$37,490.70) for a candidate with three years of experience and a recruitment rate of \$1,485.21 (\$38,615.46) for a candidate with four years of experience.

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