VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FIRE ACADEMY EQUIPMENT TECHNICIAN

BASIC FUNCTIONS:

Under the direction of the Dean of Business, Public Services and Technology, perform a variety of responsible duties related to the functions, activities, equipment and facilities of the fire academy; assist administration and instructional staff as assigned.

REPRESENTATIVE DUTIES:

Assist instructors, staff and students in the safe use of a variety of specialized fire equipment.  
Maintain and repair fire academy props; order supplies to repair as necessary.  
Schedule and coordinate prop usage with Regional Training Center.  
Coordinate with local fire department to fill air compressors; fill and maintain compressors.  
Assure that classrooms, equipment, and facilities are properly prepared for use.  
Organize and coordinate specialized fire equipment for training at remote locations.  
Inspect and maintain equipment on a routine basis.  
Issue and assure the return of academy equipment and apparatus.  
Perform maintenance and repair to equipment to ensure safe and working order.  
Prepare and maintain a variety of records, files, and reports regarding equipment use and maintenance.  
Train and provide work direction to student assistants regarding maintenance and check-out of equipment.  
Attend meetings, seminars, and training sessions as appropriate to keep abreast of new equipment and techniques.  
Perform other related duties as required.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Special activities, functions, and operations of a fire academy
- Fire department rules and regulations
- Operation of specialized firefighting equipment and apparatus
- Fire Academy organization, operations, policies, and objectives
- Record-keeping techniques
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Interpersonal skills using tact, patience, and courtesy
- Technical aspects of field specialty
- Methods, equipment, and materials used in training fire academy cadets
- Fire department operations, practices, terminology, and firefighting methods, techniques and equipment

ABILITY TO:

- Participate in special events and community relations activities
- Communicate effectively, both orally and in writing
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain records and prepare reports
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Maintain schedules and meet time lines
- Train and provide work direction to others
- Use fork lift

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work and field training in fire technology; one year experience in the operation and functions of a fire department.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver’s License

WORKING CONDITIONS:

Fire Academy environment, subject to noise and noxious gases from equipment and products of combustion