St. John's Regional Fire Department
Policy and Operational Guidelines

Title: 01-02-17	Fire Equipment Procurement Technician
Document Type:	Job Descriptions
Status:	
Issued By:	Fire Chief/Director
Index:	01 Organization
Section:	02 Department Job Descriptions
Title:	17 Fire Equipment Procurement Technician

Purpose

To outline the duties and responsibilities of the position of Fire Equipment Procurement Technician.

Background

This replaces POG #01-02-17, "Assistant Fire Equipment Technician", dated 2005/06/15.

Procedure

FIRE EQUIPMENT PROCUREMENT TECHNICIAN

Responsibilities:

Reporting to the Deputy Chief of Operations. The incumbent will be required to perform the duties in the absence of the Fire Equipment Maintenance Technician.

Duties:

a. Manages, organizes and updates an inventory of station supplies, medical supplies, clothing and other specialized firefighting equipment assigned to the fire department on a computerized system.

b. Manages, organizes and updates an inventory of all firefighting issue on a computerized system.

c. Replaces, maintains and repairs items for firefighting clothing and/or turnout gear for members of the Department and reports any extraordinary requests.

d. Prepares tender documents for major purchases of tender for firefighters annual clothing issue also PPE such as bunker suits, helmets, gloves, bunker coats and bunker boots.

e. Prepares high value requisitions and low value purchase orders as necessary.

f. Assists in obtaining quotations and provides an analysis of bids received,

g. Assists in compiling product information and comparison of prices and quality

h. Keeps abreast of NFPA, CSA, UL, ULC, ANSI and any other applicable policies, procedures or legislation with regards to fire safety equipment.

i. Keeps abreast of comparable quality firefighting equipment products of one supplier to another by extensive use of catalogues and cross reference numbers.

j. Acts as part of the Contingency Plan for the St. John's Regional Fire Department.

k. Performs all other related activities as required or assigned by the Fire Chief or his/her designate.

l. Ensures the expiry dates of certifications, training programs and documents that are required to perform the duties of this position are regularly communicated to Management for updating in a timely manner.

Approvals
Fire Chief/Director

Responsibility
St. John's Regional Fire Department

POG #01-02-17
Approved by:

~~Sherry L. Colford~~
Fire Chief
Director of Regional Fire and Emergency Services

2022-12-29
Date

Appendix/Appendices
None