TOLEDO FIRE & RESCUE DEPARTMENT

B-64 Building Maintenance

Non-Emergency Manual

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Purpose

To establish a procedure to identify the Toledo Fire and Rescue Building Maintenance Bureau and to have repairs made in a timely manner.

Scope

All Toledo Fire and Rescue Personnel

Policy/Procedure

1. Introduction:

Effective January 1, 2013, the Toledo Fire and Rescue Department (TFRD) became responsible for repairing and maintaining all designated TFRD buildings. To accomplish this task, two (2) Local 7 personnel will be assigned to the TFRD Building Maintenance Bureau. The Deputy Chief of Operations, the Battalion Chief or Captain of Operations, and the Staff Safety Officer shall oversee the Building Maintenance Bureau personnel, consisting of a Local 7 Trades Mechanic and a Local 7 Buildings and Grounds Maintenance worker.

2. Building Maintenance Worker Responsibilities:

1. The TFRD Building Maintenance Worker performs a variety of basic building maintenance duties for Fire Department buildings. They shall be utilized with regards to their specific job classification.

2. The TFRD Building Maintenance Worker may have daily contact with non-uniformed employees, firefighters, and fire officers. Due to the public nature of fire stations, the worker may have contact with the general public and shall conduct themselves in a manner consistent with the City of Toledo’s service standards.

3. The TFRD Building Maintenance Worker shall receive their daily assignments from the Battalion Chief of Operations. The TFRD Building Maintenance Worker upon completion of an assignment shall notify the Battalion Chief of Operations.

4. TFRD Building Maintenance Worker may be pulled off an assignment to perform another of higher priority.

5. The TFRD Building Maintenance Worker is responsible for performing assigned tasks in a quality, timely, and efficient manner.

6. The TFRD Building Maintenance Worker shall maintain a valid Driver's License.

3. Company Officer's Responsibilities:

1. If a building repair issue is discovered, a Building Maintenance Work Order Request shall be completed and submitted to the TFRD Operations Bureau by the Station Commander (Captain). The only exception to this would be an Emergency repair, which can be submitted by any Officer. This shall be noted in the Company Journal and passed on at shift change.

2. If the repair or contact has not been made within a reasonable time frame, a follow up phone call can be made to the TFRD Operations Bureau.

3. If an emergency repair is necessitated after hours, a Battalion Chief shall be notified, initially by a phone call, and then with a follow up in writing. However, a Building Maintenance Worker Order shall always be completed and submitted.

4. Guidelines:

1. Any project of construction of any kind in a fire station by fire personnel cannot commence without the written approval from the Deputy Chief of Operations. This approval shall be in response to a written request on a 100-5 through the chain of command to the Deputy Chief of Operations. This includes but is not limited to shelving, cabinetry, any plumbing or electrical work, as well as staining and painting.

2. If it is determined that a repair is outside the scope or expertise of the TFRD Maintenance Worker, or they are unable to complete due to an excessive workload, the Deputy Chief of Operations will determine whether to have the repair handled by the City of Toledo Maintenance and Repair (M&R) Division or to have the work handled by and outside vendor from the City of Toledo approved vendor list.

See Also:

Permanent link:
https://www.tfrdpolicies.com/dokuwiki/doku.php?id=b_manual:b64

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