

## **Caroline County Government Position Description**

### **Fire-Rescue Logistics (Part-time)**

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Revision Date:

September 2016

General Description:

Work involves assisting the Logistics Division with the maintenance of an inventory, distribution of orders, preparation of goods, as well as assisting with the comprehensive apparatus and equipment maintenance program. This position will support the long-range countywide comprehensive maintenance program, maintain service records management and inventory supply records. This position is responsible for adherence to county procurement policies and purchase tracking; develops printed materials, assist with budget development and logistical policies, and maintains a database of all County Fire/Rescue vehicles and equipment. This position also develops relationships with other County departments, local schools, businesses, industries and other outside agencies to facilitate the success of an efficient and effective Logistics Division.

Organization:

Position is assigned to the Logistics Division of the Department of Fire – Rescue and Emergency Management.

Works under the general supervision of the logistics Lieutenant. The supervisor will assign duties and review work for accuracy, completeness, and conformity with the standard operating policies of the fire district. The logistics assistant is required to adhere to all County and Commonwealth purchasing guidelines and laws.

Work is initially performed under continuing supervision, but, as training, experience, and skill increase, supervision becomes more general. Work is evaluated through observation, reports, and conferences.

This is a civilian (non-uniformed) position in the Logistics Division of Caroline County Fire-Rescue.

Essential Functions:

The intent of the listing below is to describe the principle functions of the job. The description shall not however, be construed as a complete listing of all

miscellaneous, incidental, or substantially similar duties which may be assigned. Additional assigned duties may include work in other functional areas, to cover co-worker absences or relief, to equalize peak work periods, or to balance the logistics workload.

- Performs routine maintenance and repairs to vehicles, equipment, and stations. Troubleshoots issues and provides solutions when possible.
- Assists with the processing of purchase requests, picking and filling stock orders for materials and supplies from fire district facilities or other agencies
- Assists with the maintenance of inventory to include purchasing, receiving, issuing, cycle counting, and full counts of stock items on hand
- Assists in the distribution and assignment of uniforms and personal protective equipment
- Assists with all aspects of security and inventory control at the warehouse; issues ID badges as requested
- Makes recommendations for improving procedures and cost control measures by conducting research and working with vendors as a way to increase efficiency in purchasing, warehousing, and distribution of supplies and materials
- Enters specific information into the database software for accurate inventory of fire district supplies and materials
- Assures that a reliable system is in place to prevent misappropriation of operating supplies and other assets of the fire district
- Keeps the warehouse clean, puts away new supplies in specified locations, removes garbage, and recycling as needed; must be safety conscious at all times
- Picks up mail from fire district facilities then sorts & distributes to the indicated receiver; delivers specialized equipment on a set schedule to a multitude of fire district locations.
- Maintains stock of filled and checked self-contained breathing apparatus (SCBA) and oxygen cylinders for distribution to fire stations. (Training is provided by the fire district and is a requirement of this position)
- Disinfects and distributes equipment such as backboards and straps that have been returned to the fire district after use by an ambulance provider

- Utilizes fire department credit card for (authorized) special purchases and items available for will call, follows all rules and policy for its use.
- Assists with purchasing and pick up of fleet maintenance parts
- Assists with shuttle of fire district vehicles and apparatus when directed
- Assists the logistics manager with inventory and purchase requests, fixed asset record management, purchasing fleet maintenance parts, and general maintenance of the fire district's supply system. Responsible for delivery and distribution of all supplies, equipment, and interoffice mail to all fire district facilities.
- Performs other related tasks as required

Working Conditions:

Work is typically performed in both office and field settings. Works with and without directions from supervisor. Frequent driving. Frequent night and weekend duties are necessary. Regular contact with the public, external civic and volunteer organizations; volunteer fire officers; and various government agencies is required.

A. Hazards

- Frequent exposure to potentially hazardous physical stress, fire, adverse weather and hazardous substance is required.

B. Environment

- Subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, atmospheric conditions, oils, exposure to bloodborne pathogens, and wearing a self-contained breathing apparatus.

C. Physical Effort

- May perform duties during non-emergency, training or station activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke; requires frequent lifting and/or moving up to 40 pounds and occasionally lifting and/or moving up to 125 pounds.
- Operates in a highly stressful environment with significant exposure to disability injuries; requires walking, running, climbing, balancing, stooping, kneeling, crouching, and crawling over terrain and buildings.

D. FLSA Non-exempt

### Knowledge, Skills and Abilities:

General knowledge of maintenance procedures for Fire and EMS apparatus and equipment; ability to attend training; ability to communicate ideas clearly, concisely and effectively; ability to understand, follow and give oral and written directions; mental alertness, above average mechanical aptitude; ability to perform physical tasks required for designated duties; ability to plan, assign, instruct and coordinate the work of others; ability to establish and maintain effective working relationships with fellow employees, County officials, volunteers, outside agencies and the general public with an emphasis on developing strong positive relationships; the ability to demonstrate strong leadership and supervisory skills.

### Preferred:

- Basic mechanical repair experience.
- Basic electrical experience.
- Purchasing experience, negotiating with vendors, and contract management
- Inventory management experience.
- Experience with a database programs
- General knowledge of fire equipment and EMS supplies
- Experience with Microsoft Office software applications: Outlook, Word, & Excel
- Good time management skills

### Education, Experience and Training:

High School Diploma or equivalent.

Currently hold and maintain certification or equivalent in the following:

- Basic Cardiac Life Support (Health Care Provider CPR).
- Possession at all times of a valid, Virginia driver's license with an acceptable driving record.
- Virginia Commercial Drivers License Class B with tank endorsement (if shuttling apparatus).

### Special Conditions:

Employee must successfully complete the post-offer employment medical examination, drug screening, and background investigation.

One year orientation period applies