

TITLE: Captain – Logistics Officer

FD-EMS/25-784

DEPARTMENT: Fire-EMS, Fayette County

**JOB SUMMARY:** This position is responsible for coordinating fire and EMS vehicle maintenance, equipment repair and maintenance testing programs, and is responsible for uniform and gear replacement for all personnel. This position is responsible for EMS supplies and other fire station supplies, departmental stock as well as liaison for building and grounds services. In addition, this position is responsible for coordinating fire station maintenance and repairs. This position includes budget preparations and purchase order requisitions within the county software system.

**MAJOR DUTIES:**

- Oversees the maintenance and repair of fire apparatus, medic units and staff vehicles.
- Oversee the purchase and maintenance of radios for the department which includes mobile radios and portable radios along with accurate inventory of radios.
- Assists with the written specifications for fire apparatus and medic units and attends pre-bids to answer technical questions and onsite inspections.
- Assists with policy development; interprets policy and establishes methods and procedures.
- Assists with budget preparation for fire and EMS supplies; provides accurate estimates; monitors expenditures; applies cost saving techniques.
- Schedules and coordinates annual equipment testing for ladders.
- Schedules maintenance for departmental vehicles, equipment, and buildings.
- Schedules testing for fire pumps and structural fire gear and face piece fit testing.
- Responds to emergency scenes to provide supervisory and command functions until relieved by a superior.
- Inspects equipment and orders maintenance as needed; insures that apparatus is properly equipped and ready to respond to emergency situations.
- Establishes and maintains vendor relationships and serves as departmental liaison.
- Perform and maintain inventory control of safety supplies, EMS supplies, and uniforms turnout gear etc.
- Purchase firefighting equipment and safety supplies.

- Purchase fuel for fuel tanks at the fire stations and schedules maintenance as required.
- Develops maintenance schedules relating to the general repair of fire equipment.
- Enters data pertaining to the testing of fire equipment and safety supplies into the computer system.
- Coordinates the distribution of uniforms (work and dress) and firefighting PPE and maintains database of PPE according to NFPA.
- Coordinates the yearly testing of SCBA.
- Coordinates the repairs of firefighting equipment.
- Provides logistics support at FIRE and EMS scenes.
- Performs special projects to assist the department with goals and objectives.
- Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of purchasing principles and practices.
- Knowledge of budgeting principles and practices.
- Knowledge of governmental accounting principles and practices.
- Knowledge of inventory maintenance procedures.
- Knowledge of fleet and fire apparatus maintenance.
- Knowledge of building maintenance principles and practices.
- Skill in coordinating the bid process for departmental purchases.
- Substantial knowledge of current fire suppression and firefighting techniques and knowledge of firefighter training standards and requirements.

- Knowledge of basic emergency medical and life support procedures, techniques and equipment.
- Knowledge of county and department policies and procedures.
- Knowledge of management and supervisory principles and practices.
- Skill in the development and implementation of training programs.
- Skill in supervising and participating in the response to emergency scenes.
- Skill in the operation of job related vehicles, equipment, and tools.
- Skill in planning, directing, and supervising the work of subordinate personnel.
- Comprehensive knowledge of the geography of Fayette Co. and surrounding areas.
- Substantial knowledge of current fire records systems, communications equipment and use of fire computer applications and reporting procedures.
- Ability to understand and follow oral/ written policies, procedures, and instructions.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to maintain confidentiality.

**SUPERVISORY CONTROLS:** The Headquarters' Commander assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include NFPA standards, State, Federal and local guidelines along with BCLS and AHA regulations. These guidelines require judgment, selection, and interpretation in application and include county and/or departmental policies and procedures.

**SCOPE AND EFFECT:** The purpose of this position is to coordinate the department's logistics programs. Success in this position contributes to well run department.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, law enforcement personnel, representatives of state and federal agents, and members of the general public and vendors.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

**PHYSICAL DEMANDS:** The work is performed while intermittently sitting, standing, bending, crouching, climbing stairs, stooping all while dressed in work uniform or wearing PPE and could be carrying additional equipment. The employee occasionally lifts light and heavy objects including medical patients, climbs ladders up to 100+ feet in height, and uses tools or equipment requiring a high degree of dexterity.

**WORK ENVIRONMENT:** The work is typically performed in an office, stockroom, outdoors, and at the scene of emergency incidents. The employee may be exposed to fire, smoke, noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases or pathogens, irritating chemicals, and occasional hot, cold, or inclement weather. The work requires the use of personal protective equipment (PPE) such as non-air supplied respirator/masks, goggles, gloves, and all protective clothing associated with Fire and EMS operations. This position is subject to recall and may require duties performed outside of normal business hours.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Logistics Staff Sergeant (1).

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class B) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to position of a High School Diploma. An Associate's degree in Fire Science or a related course of study is required and a Bachelor's degree is preferred.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, and a minimum of five years experience with a recognized career fire department.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of State of Georgia EMT license.