

TITLE: Fire Staff Logistics

FD-EMS/26-787

DEPARTMENT: Fire-EMS, Fayette County

**JOB SUMMARY:** This position is responsible for supporting the Logistics Officer in the distribution and inventory control of the department's supplies, materials, and equipment procurement and to aid in testing, coordination and documentation of department equipment and apparatus.

**MAJOR DUTIES:**

- o Procures cleaning materials, supplies, equipment, and paper products for the Fire – EMS Department; distributes procured and stored items to fire stations; maintains and restocks inventory; performs inventory control and record keeping duties.
- o Inspects, orders, and distributes department uniforms (work and dress) and fire fighting gear.
- o Inspects, maintains, and repairs all Self-Contained Breathing Apparatus (SCBA) in the department.
- o Retrieves Emergency Medical Services supplies from storage areas for medic trucks and fire stations.
- o Reports to emergency scenes and serves in assigned Logistics and Support functions.
- o Maintains, repairs, or replaces all fire equipment.
- o Conducts face-sizing tests on SCBA masks to ensure proper fits.
- o Enters data pertaining to the testing of pumpers, SCBAs, and face pieces into computer system.
- o Performs pump test on apparatus yearly or after any major repairs to drive train.
- o Inspects lawn maintenance equipment at fire stations to determine repair or replacement needs.
- o Assists in conducting pre-employment physical agility tests.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of county procurement, distribution, and inventory control policies and procedures.

- o Knowledge of county geography, streets, roads, and buildings.
- o Knowledge of emergency medical tools and equipment.
- o Knowledge of fire and emergency medical apparatus and equipment.
- o Skill in inventory control and supplies, equipment, and materials storage management.
- o Skill in general computer operations and in the use of department specific applications.
- o Skill in the operation of job related fire apparatus, vehicles, equipment, and tools.

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

**GUIDELINES:** Guidelines include county policies and procedures; departmental policies and procedures; local, state, and federal laws; and county ordinances. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied inventory management, testing and documentation duties.

**SCOPE AND EFFECT:** The purpose of this position is to support the Logistics Officer in the distribution and inventory control of the department's supplies, materials, and equipment procurement. Success in this position contributes to the safety and well being of county residents.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, law enforcement personnel, health care professionals, representatives of other emergency response agencies, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems and provide services.

**PHYSICAL DEMANDS:** The work is performed while intermittently sitting, standing, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, 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, irritating chemicals, and occasional hot, cold, or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has functional supervision over assigned subordinates.

**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:**

- o A high school education or GED.
- o Ability to understand the basic principles relevant to the major duties of the position after completing entry level training.
- o Possession of a valid commercial driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.