

FIRE LOGISTICS WORKER  
PART TIME, TEMPORARY

DEFINITION

To repair, test, service and maintain a variety of firefighting tools and equipment; to perform a variety of duties related to the procurement, receiving, stocking, storage and distribution of materials and supplies within the Fire Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff

EXAMPLES OF ESSENTIAL DUTIES

Coordinate the repair, test and servicing of firefighting safety equipment including Self-Contained Breathing Apparatus (S.C.B.A.).

Coordinate the hydrostatic testing of Self-Contained Breathing Apparatus (S.C.B.A) bottles.

Conduct annual fit testing.

Manage the repair and testing of firefighting equipment including fire hoses, hose couplings and nozzles, life belts, ladders, brackets and numerous hand tools used in firefighting.

Perform preventive maintenance inspections using hand tools and testing equipment on hose pressure, minor electrical problems, and safety equipment.

Assist with coordination of training including preparation and recovery of equipment and facilities.

Establish and maintain adequate stock levels and inventory records; order and receive parts and materials from vendors; check parts received for discrepancies; reconcile packing slips and invoices with materials requisitions.

Deliver and pick up supplies, materials and equipment by vehicle.

Utilize computer and applicable software to enter and retrieve information related to parts, materials, work assignments, repair, test and maintenance records, record keeping and timekeeping.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Assist in programming and maintenance of communication equipment

Perform related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern principles, practices, and procedures of firefighting vehicles, equipment and apparatus.

Purposes and uses of a variety of vehicles, equipment, tools, and apparatus used in firefighting, rescue, and medical assistance operations.

Record keeping methods and procedures.

Computer software, including word processing, data base, and spreadsheets.

Ability to:

Learn to repair and service a variety of tools, equipment and safety apparatus used in the Fire Department.

Understand and follow oral and written directions promptly and accurately.

Carry out work assignments with a minimum of supervision.

Establish and maintain cooperative relationships with those contacted in the course of work.

Be available to work both routine and extraordinary work schedules including reporting to work to support fire operations after normal working hours.

On a continuous basis, know and understand all aspects of the job; observe and follow safety rules and operating procedures; know, understand and interpret departmental and operational policies and procedures, rules and techniques; identify and analyze potential hazards and taking appropriate action.

On a continuous basis, sit at desk, twisting and reaching for equipment surrounding desk while completing paperwork or forms; use telephone and write or use a keyboard to communicate through written means; perform various tasks that require standing, walking, bending, stooping, squatting, kneeling, simple and power grasping, pushing, pulling and fine manipulation; perform physical activities of a strenuous nature requiring the ability to lift or carry weight of 50 pounds or less.

Experience and Training:

Fire Logistics Worker

-3-

Experience:

One (1) year of experience which demonstrates possession of the methods and procedures involved in testing and repair of common firefighting equipment, receiving, recording, storing, inventory keeping and issuing supplies and equipment is desirable. Experience in public safety is desirable.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

Possession of a valid California Class C driver's license; possession of a Class B driver's license is desirable.

EMPLOYEES MUST BE TOBACCO FREE AND CANNOT USE TOBACCO PRODUCTS ON OR OFF DUTY

11-01-2016

03-14-2009 Fire Logistics Worker