



CLASSIFICATION TITLE: Fire Logistics Technician	JOB NUMBER: 7194	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Fire & Emergency Services Analyst	PAY GRADE: 16	FLSA STATUS: Non-Exempt

GENERAL SUMMARY

Performs technical work developing and maintaining the department's inventory control system for managing uniforms, supplies and equipment, and related work as apparent or assigned. Work is performed under the moderate supervision of the Fire and Emergency Services Analyst ("supervisor").

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Schedule and coordinate the maintenance and repairs of department vehicles, facilities, and equipment with the appropriate repair facilities or vendor; assist in the transport to/from maintenance shops for scheduled maintenance and repairs; document and maintain records of repairs; communicate status of repairs with Officers.
- Identify efficiencies and cost-savings in workflow and supply chain and assist with implementation of associated improved business practices.
- Establish and maintain a computer-based inventory control system for all department apparatus, equipment, and supplies; maintain the supply room, track equipment usage, order supplies as needed, and track invoices.
- Work with the department representative to perform or coordinate preventive maintenance, testing, and repairs on equipment including heavy and light

apparatus, small engine power tools, SCBAs, ladders, hoses, radios, cell phones and pumps.

- Coordinate purchases for clothing, uniforms, and personal equipment as needed for department; arrange for all uniform and equipment repairs, returns, and replacements as needed; maintain accurate records to include employee measurements and dates items were ordered.
- Receive goods from vendors and check for proper quality, quantity, and condition before adding to inventory control system.
- Maintain medical inventory supply chain and disseminate EMS supplies to all stations.
- Coordinate the movement of apparatus, equipment, tools, and supplies between the stations.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Richland Fire and Emergency Service's organizational structure and mission.
- Applicable Federal, State, and local laws, rules, codes and regulations as related to assigned activities.
- Inventory control methods and procedures used in the receipt, storage, control, and distribution of supplies, tools, materials and equipment.
- Various supplies and materials related to fire suppression/EMS operations.
- General warehousing duties and procedures, including delivery of supplies to various locations.
- Emergency Vehicle Incident Prevention (EVIP) standards.
- Broad range of computer software packages relevant to the work (e.g., spreadsheets, word processing, desktop publishing, webpage design, Sharepoint, etc.).
- Modern office practices, methods, procedures, and equipment.
- Statistical record-keeping principles, procedures, and techniques.

Skills and Abilities to:

- Maintain and prepare reports.
- Maintain accurate logs, records, files, and filing systems.
- Understand, interpret, and effectively carry out written and oral instructions.
- Gather, organize, analyze, and present a variety of data and information.
- Determine priorities based on department needs and work with short deadlines.
- Demonstrate a strong sense of personal ethics along with a high degree of professional judgment.
- Maintain a high degree of confidentiality.

- Communicate effectively both orally and in writing, including producing all forms of communications in a clear, concise, and understandable manner to intended audiences, including public speaking forum.
- Organize and prioritize a variety of projects and tasks in an effective and timely manner; set priorities and meet critical time deadlines.
- Demonstrate project and time management skills.
- Provide end-user support and serve as technical lead on Departmental projects.
- Use tact, initiative, prudence, and professional judgment within general policy, procedural and legal guidelines at all times.
- Establish, maintain, and foster positive and effective working relationships with both internal and external stakeholders and customers.
- Work as part of a team to achieve common goals.

SPECIAL REQUIREMENTS

- Valid driver's license.
- Ability to obtain and maintain Emergency Vehicle Incident Prevention (EVIP) certification within six (6) months of hire date.

EDUCATION AND EXPERIENCE

High school diploma or GED and one (1) year experience in logistics or warehouse operations.

COMPETENCIES

Foundational

- **Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- **Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance, and to promote the goals of the organization.
- **Provide Excellent Customer Service:** Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- **Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a

range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.

- **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT


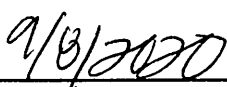
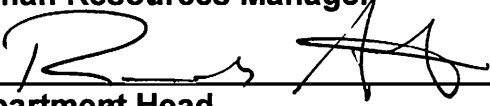
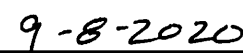
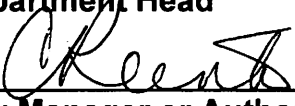
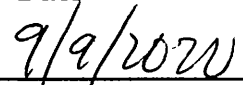
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires regular and punctual attendance at the office or other assigned locations; work frequently requires the exertion of up to 50 pounds of force, standing, walking, sitting, speaking or hearing and using hands to finger, handle or feel; work occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Manager	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date