

LOGISTICS & INVENTORY TECHNICIAN

MAJOR FUNCTION

This position is responsible for the preventive maintenance, repair, and refurbishment of specialized fire-rescue tools and equipment; distribution of personal protective equipment and uniform materials; and the collection, inventory, and distribution of various supplies and equipment.

ESSENTIAL FUNCTIONS

The following statements describe the principle functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Performs routine and emergency repair, preventive maintenance, and refurbishment of specialized fire-rescue tools and equipment, including extrication tools, power units, generators, and fire suppression tools and appliances.
- Receives, inventories, stocks, and distributes various logistical supplies and equipment. Operates forklift and various medium duty vehicles to accomplish the task.
- Evaluates and distributes personal protective equipment and uniform items to MCFR personnel. Places orders with various vendors and maintains suitable inventory of items.
- Performs records management functions to provide detailed record of items received, repaired, distributed, transferred, or disposed in order to ensure accurate department-wide inventory, repair cost summaries, and an effective depreciation and replacement schedule.
- Develops and maintains effective working relationships with outside vendors, internal departments and co-workers. Instructs or recommends to staff preventive maintenance activities and programs for equipment at stations.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule. Required to work additional shifts or assignments from time to time as needed, especially during disasters or emergencies.

SECONDARY FUNCTIONS

- Assists Logistics Captain and Purchasing and Inventory Coordinator with making purchases, and performing department-wide inventory
- Participates in equipment evaluations of proposed new equipment and items.
- Assists in department budgeting process by projecting needed equipment and alternatives.
- Performs other duties as assigned.

LOGISTICS & INVENTORY TECHNICIAN

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to all members of Marion County Fire-Rescue and other County employees. Personal contact occurs daily with other employees of the unit, employees of other departments in the County, and occasionally citizens, and customers of the department. Service is provided in person, or by phone or electronic contact.

SUPERVISION

This position has no supervisory responsibilities.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS

Education and Experience

Graduation from high school or equivalent. Knowledge of fire-rescue tools and equipment through volunteer or career employment in fire-rescue. Knowledge and application of small engine and tool repair. General knowledge of personal computer operation.

Licenses

Must possess a valid state of Florida Driver License. EVOC required before operating any County owned vehicles.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read and interpret documents such as technical and shop repair manuals, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively with customers and employees of the organization.

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio and percent.

Problem Solving Abilities

- Ability to diagnose problems and make repair to fire-rescue tools and equipment.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to design, retrieve, and explain maintenance and inventory records.

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Specialized Skills and Abilities

- Ability to learn and apply new repair and maintenance processes and procedures for a wide variety of specialized and general tools and equipment common to Fire-rescue.
- Considerable knowledge of tools, fluids, parts, supplies and related materials used in the preventive care, refurbishment, and repair of fire-rescue equipment.
- Considerable knowledge of fire-rescue protective clothing systems.
- Strong organizational skills, and the ability to communicate clearly and concisely both orally and in writing.
- Knowledge of prescribed methods of conducting complete inventory and records management systems.
- Ability to take teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

To accomplish the tasks of this position, the employee will be required to operate the following machines and equipment: hand and power tools, test gauges, drills and drill presses, saws, grinders, and other typical shop equipment, forklift, vehicles, computer, calculator and other general office machines.

PHYSICAL DEMANDS

While performing the duties of this position, the employee will frequently be required to stand, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell, and lift up to eighty pounds; and will frequently be required to use hands to finger, handle or feel, reach with hands and arms, talk or hear. Special vision requirements are close, distance, and color vision and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this position, the employee will frequently be exposed to moving mechanical parts, toxic or caustic chemicals, fumes or airborne particles, and outdoor weather conditions. The noise level will be loud.

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Job Description Number: 7129

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Status: NE
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