

## Logistics Assistant

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Company: City of Arlington

Location: United States

Category: other-general

### JOB SUMMARY

Under general supervision, distribute equipment and supplies needed for firefighting and emergency medical services. Receive, store, track, issue materials, and assist in maintaining an adequate inventory of all supplies necessary to support Fire Department operations. Perform routine and preventative maintenance on equipment used by the Fire Department.

### ESSENTIAL JOB FUNCTIONS:

Clean, maintain and repair small engines and other equipment; coordinate repairs and warranty issues with vendors as necessary; provide telephone diagnostics and support to users in the operation of engines and equipment.

Maintain records and documentation to comply with State, NFPA regulations, and as directed by management.

Maintain appropriate certifications to inspect, maintain, and repair SCBA's, firefighting and rescue equipment, and Personal Protective Equipment.

Perform Logistics functions; inspect materials upon receipt from vendors to verify orders; sort and store materials in warehouse and disburse and track distribution of uniforms, equipment, and supplies; create and maintain documentation on frequency of use of materials and prepare replacement plans/alternatives; maintain a computerized inventory system and

produce reports as requested. Be familiar with Arlington Fire Department inventory systems, receiving process, and fill in for the Logistics Specialist as needed.

Determine priority of the delivery and retrieval of equipment and supplies; assess material and equipment needs for each station while making deliveries. Bring attention to management as issues arise.

#### OTHER JOB FUNCTIONS:

Perform purchasing functions; review documentation to ensure compliance with established department and City procedures; obtain bids from vendors by telephone, e-mail, or fax; use procurement card per established guidelines.

Liaison as needed with the City of Arlington ambulance contractor to maintain EMS supplies for the fire department.

Perform special projects including, but not limited to, assisting with research of products and processes, development of procedures, and assisting with allocation of tasks as appropriate.

Stock air truck and repair vehicles to ensure operational readiness; operate air and repair vehicles to respond to emergency incidents as needed.

#### MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities Required:

Knowledge of the tools, materials and equipment used in rescue and fire apparatus.

Knowledge of storeroom and inventory control methods and procedures.

Skill in communicating with other city employees and the public by oral and written means.

Ability to understand mathematical calculations involving fractions, percentages, and decimals.

Ability to perform a variety of physical skills including but not limited to carrying, pushing, pulling, seeing, sorting, and squatting and climbing to and from extreme heights.

Ability to operate a variety of equipment including but not limited to hand tools, telephone, and computer.

Ability to operate a motorized vehicle.

Ability to work after hours and on weekends as needed.

Ability to lift or exert forces equivalent to lifting 100 pounds occasionally and 80 pounds daily.

Ability to work in an outdoor environment on an occasional basis and in a warehouse without air-conditioning on a regular basis.

Incumbent is subject to work in environments with potential fumes or odors, dust/mites, chemicals, toxic waste, explosives, electrical and biomedical hazards.

Qualifying Education and Experience:

Associate degree in business, Project Management, Supply Chain Management or in another related field.

Two (2) years of progressive experience in warehousing and inventory functions to include receipt and storage activities and computerized inventory control.

Or an equivalent combination of education and experience.

Vocational work in mechanics, machine shop and/or small engine repair with one-year related experience.

Possess or be able to obtain and maintain Self Contained Breathing Apparatus (SCBA) technician certification for any SCBA used by the Fire Department.

Must obtain and maintain a valid Class B Exempt Texas Driver License within six (6) months of employment.

Employment Screenings Required:

Criminal Background Check

Drug & Alcohol Testing

Health Performance Evaluation

Motor Vehicle Review

Physical Examination

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