

FIRE EQUIPMENT TECHNICIAN I



Description:

Under general supervision, gathers price quotes, orders, receives, inspects, stores and issues fire equipment, property, materials and supplies; takes inventories inspections; performs related work as required.

Distinguishing Characteristics:

This is the entry level class in the Fire Equipment Technician Series. Perform routine tasks associated with the receipt and storage of materials and equipment. Positions at this level are distinguished from the class of Fire Equipment Technician II in that the latter requires less supervision and performs more responsible duties associated with the receipt, storage, inventory and recordkeeping of materials and equipment.

Duties may include, but are not limited to:

1. Orders, receives, unpacks, and shelves materials and equipment; verifies quantity received; retains shipping documents and related records.
2. Inspects unpacked items for damage or defects; accepts or rejects goods.
3. Places materials and equipment in proper storage areas; rotates stock so that older items are used first; ensures that out-of-date items are not issued.
4. Takes physical count of stock on hand and verifies count with inventory control totals; may adjust inventory record to agree with physical count.
5. Moves and may make minor repairs on equipment; replaces, exchanges, and moves desks, filing cabinets and chairs from one area to another.
6. Prepares and may deliver materials and equipment to outlying District facilities.
7. Maintains storeroom in an orderly manner.
8. Provides vacation and temporary relief as required.
9. Provides other duties as required.

Typical Qualifications:

Must have the equivalent to graduation from High School or have obtained a GED.

Six (6) months of experience receiving, storing, issuing, and inventorying supplies and materials in a warehouse, purchasing experience preferred. Fire department experience is highly desired. Working knowledge of fire equipment and gear preferred.

Must have and maintain a commercial Class B California Drivers license.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.

Job Code: 30038

Salary Range: AA4

Representation Unit: General Fire Support

Last Updated: 10/5/09