

FIRE EQUIPMENT SPECIALIST



Description:

Under general supervision, takes the lead and gives direction to workers who obtain price quotes, order, receive, store, issue and inventory equipment, materials and supplies; performs related duties as required.

Distinguishing Characteristics:

This is the advanced journey level of the Fire Equipment series. Incumbents in this class are characterized by the responsibility to serve as a lead worker while performing the journey level duties of a Fire Equipment Technician. Positions at this level are responsible for training and assigning tasks to workers engaged in obtaining pricing, ordering, receiving, inspecting, storing, issuing and inventorying fire equipment, materials and supplies. Positions report to the Warehouse Supervisor.

Duties may include, but are not limited to:

1. Assigns and explains tasks to workers; trains workers and may evaluate their work performance.
2. Explains equipment procurement and accountability procedures; assists in preparation of requisitions, purchase requests and purchase orders; orders items on open contract from authorized vendors; contacts vendors and coordinates deliveries and resolves discrepancies.
3. Takes items from stock to fill requisitions and issues them over the counter or delivers to the requesting section or district; obtains signatures of persons authorized to receive deliveries; when appropriate, obtains safety clearance for electric equipment and signatures from authorized persons that equipment received is working properly.
4. Selects storage locations appropriate for items; places items in proper area; rotates stock so that older items are used first; removes out of date items; may list prices and quantities received and issued on perpetual inventory cards; determines stock levels and reorder points.
5. Takes physical count of stock on hand and verifies count with inventory control totals; may adjust inventory record to agree with physical count; may be responsible for maintaining a security area for items requiring special attention.
6. Prepares and submits equipment additions and deletions to data processing and is responsible for the accuracy of specialized equipment reports; ensures proper accountability procedures are followed and that documentation accompanies all equipment transactions including transfers.
7. Unpacks or uncrates items received; inspects items for damage or defects; verifies accuracy of shipment information on invoice or packing slip and purchase order; records or reports discrepancies or damage in shipments.
8. Informs potential users of availability of surplus property; makes recommendations regarding disposal of damaged and obsolete equipment; assures surplus property is disposed of in accordance with approval received from Board of Supervisors.

9. Moves and makes minor repairs on equipment if needed; replaces exchanges and moves desks, filing cabinets and chairs from one room to another; rearranges furniture in office units; may clean delouse and prepare property for storage; maintains storeroom in an orderly manner; performs routine custodial maintenance duties.
10. Affixes identifying number to equipment and maintains equipment locator file as needed; makes annual equipment inventory.
11. Obtains authorization for office equipment repair and maintains equipment repair records as needed; prepares correspondence and reports as required; assists in the preparation of procedures manual; assists in the preparation of documentation of stolen or damaged equipment.
12. Monitors the use of equipment purchased through special grants to ensure compliance with specific requirements; keeps track of leased equipment.
13. Provides vacation and temporary relief as required.
14. Provides other duties as required.

Typical Qualifications:

Two (2) years experience receiving, storing, issuing, and inventorying supplies and materials in a warehouse, purchasing experience preferred. Must have a good understanding of equipment used in the fire service.

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: 40016

Salary Range: G19

Representation Unit: General Fire Support

Last Updated: 10/5/09