

FIRE EQUIPMENT TECHNICIAN II



Description:

Under general supervision, gathers price quotes, orders, receives, inspects, stores and issues equipment, property, materials and supplies; takes inventories; maintains records of capital equipment acquisitions, dispositions and transfers; performs related work as required.

Distinguishing Characteristics:

This is the journey level of the Fire Equipment Technician series. Incumbents in this class are characterized by their responsibility for a broader range of duties including issuing, collecting, or delivering stock or properties, and inventorying and maintaining records and must have a general knowledge of the equipment used within the fire service. Positions at this level are distinguished from the class of Fire Equipment Specialist in that the latter has lead worker responsibilities.

Duties may include, but are not limited to:

1. Applies and explains equipment procurement and accountability procedures; assists in preparation of requisitions, purchase requests and purchase orders; may order items on open contract from authorized vendors, and orders items approved by the supervisor.
2. 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.
3. 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.
4. 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.
5. 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.
6. Places items in appropriate storage facility; rotates stock so that older items are used first; removes out of date items; may list prices and quantities received and issued on perpetual inventory cards; determines stock levels and reorder points.
7. 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.
8. 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.

9. Affixes identifying number to equipment and maintains equipment locator file as needed; makes annual equipment inventory.
10. Obtains authorization for office equipment repair and maintains equipment repair records as needed; prepares correspondence and reports as required; assists in preparation of documentation of stolen or damaged equipment.
11. Maintains storeroom in an orderly manner; may clean, delouse and prepare property for storage; performs routine custodial duties.
12. Provides vacation and temporary relief as required.
13. Provides other duties as required.

Typical Qualifications:

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

One (1) year of experience receiving, storing, issuing, and inventorying supplies and materials in a warehouse, purchasing experience preferred. Fire Department experience is highly desired.

Must have and maintain a commercial Class B California Drivers.

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: 43204

Salary Range: AU6

Representation Unit: General Fire Support

Last Updated: 10/5/09