



# City of Tempe

## FIRE SERVICES INVENTORY TECHNICIAN

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	142	<i>Department:</i>	Fire
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Fleet Parts Specialist
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click <a href="#">here</a> for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general supervision from a Fire Deputy Chief or from other supervisory or management staff.
Assists with coordinating volunteer cadet daily duties and responsibilities.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	<ul style="list-style-type: none"> <li>Three (3) years of experience in storekeeping or related work involving the selection, storing and issuing of a variety of materials and supplies.</li> </ul>
<i>Education:</i>	<ul style="list-style-type: none"> <li>High school diploma, GED or equivalency.</li> <li>Additional training in inventory control and/or accounting. Knowledge of firefighting tools and equipment is preferred.</li> <li>Bauer Compressor Training, Microsoft Word and Outlook are preferred.</li> </ul>
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>Possession of a valid driver's license.</li> <li>Some positions may require possession of, or required to obtain, Mask Mounted Regulator (MMR) by Mine Safety Appliances (MSA), Certified Air Mask Repair Education (C.A.R.E.) Technician.</li> </ul>

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City's stated mission and values. To perform a variety of duties in support of the Fire Department purchasing, warehouse and maintenance operations including obtaining bids, ordering, receiving, storing, distributing and conducting inventory of station and firefighting equipment and supplies, uniforms and emergency medical supplies; and coordinating building and grounds maintenance for the Fire Department.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **When assigned as Fire Maintenance Parts:**

- Greet the public, department, and/or city personnel, and other visitors in the Support Services front lobby area. Provide access and escort to the appropriate office and/or area as needed. Answer the telephone, answer general questions and refer telephone calls to the appropriate department personnel.
- Prepare and submit Support Services personnel time sheets.
- Purchase apparatus parts, tools, related fluids, supplies and diagnostic computer software from contract and non-contract vendors.
- Review order requests; obtain price quotes, review comparisons, place orders through purchase orders, procurement cards, or petty cash; arrange for deliveries and pickups; travel to parts vendors to pick up priority parts as necessary.
- Receive, store and issues parts and supplies; verify incoming shipments for appropriate quantity and quality; inspect all items; stock shelves with parts and supplies.
- Conduct annual inventory of parts and inventory reconciliation; determine minimum and maximum inventory levels; maintain adequate stock levels and records on all materials.
- Return damage, warranty, or incorrect parts to vendors; process claims with vendors for damaged materials; monitor invoices for accuracy; obtain credits where appropriate; complete and obtain warranty work approval and reimbursement where appropriate.
- Create work orders for Fire apparatus repairs; ensure information in fleet management database is current and complete.
- Participate in budget administration; monitor and control budgetary expenditures.
- Perform related duties as assigned.

### **When assigned as SCBA:**

- Maintain firefighting hose, nozzles, and equipment.
- Maintain and repair department's self-contained breathing apparatus (SCBA).
- Maintain and repair department's compressors.
- Conduct annual SCBA and facepiece testing.
- Coordinate and schedule annual Hose and Ground Ladder testing.
- Coordinate annual fire personal protective equipment (PPE) advanced turnout cleaning and inspection program; conduct routine turnout cleaning.
- Participate in budget administration; monitor and control budgetary expenditures.
- Prepare bid specifications for all medical, operating and utility supplies; meet with prospective vendors; research and recommend new products and equipment.
- Perform related duties as assigned.

**When assigned to the Warehouse Logistics:**

- Order materials, fire station supplies and equipment, EMS supplies and uniform clothing; prepare requisitions and purchase orders; code to proper account and verify accuracy of stock number; extend costs and run totals; determine proper stock levels for items.
- Receive, stock and issue materials, supplies and uniform clothing; verify incoming shipments for appropriate quantity and quality.
- Inventory materials supplies and clothing; report replacement needs; establish minimum/maximum stock levels and monitor stock levels based on usage and lead time.
- Maintain files; compile records of supply transactions; input and receive data from a computer terminal; post supplies issued; prepare quarterly and yearly performance reports.
- Provide follow-up on all orders to ensure delivery schedules are met.
- Prepare bid specifications for all medical, operating and utility supplies; meet with prospective vendors; research and recommend new products and equipment.
- Coordinate ongoing maintenance and/or repair for all department buildings, landscape, and security.
- Participate in budget administration; monitor and control budgetary expenditures.
- Perform related duties as assigned.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Lift heavy objects (occasionally move firefighting equipment weighing up to 100 lbs.);
- Move heavy objects with forklift, dolly, etc. (drives forklift and uses pallet jacks and dolly's on a regular basis);
- Operate city vehicles;
- Use power tools (test chain saws, hydraulic extrication equipment, uses drills, welders, bandsaws, metal press, and various small powered hand tools);
- Use tools;
- Climbs stairways, ladders, and work on elevated structures (on a regular basis);
- Traverse uneven surfaces (climb to the top of apparatus with large step ups to load and unload firefighting hose. Climbs aerial apparatus and walk around fire ground/emergency medical scenes);
- Traverse long distances during workday with or without an accommodation (extensive hours walking while fixing equipment, stocking shelves, moving inventory and equipment between the warehouse and fire station);
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work in confined areas;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc. (must work with paint, fuel, solvents, and oil);
- Exposure to hazards of electrical shock, falls, noise, equipment operation;

- Exposure to blood and airborne pathogens, bodily fluids, etc.
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc. (must work with paint, fuel, solvents, and oil);
- May require working extended hours;
- May work alone for extended periods of time;
- Operate city equipment (forklifts, pickup trucks, and mechanics service truck).

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective October 1997*

*Revised October 2000*

*Revised August 2006*

*Revised June 2007 (Merge Fire Support Svcs Tech & Inventory Svcs Spec to one classification)*

*Revised May 2012 (Essential Functions; Licenses/Certifications)*

*Revised July 2016 (updated Essential Functions)*

*Revised December 2016 (added physical/mental activities)*