



CLASS SPECIFICATION

Class Code: TBD
Date Est: 10/2024
Last Rev:
Last Title Chg:
FLSA: Non-exempt
Probation: 12 Months

LOGISTICS SUPPLY SPECIALIST

DEFINITION

Under general supervision, performs a variety of storekeeping and inventorying duties; receives, inventories, stocks and distributes a variety of materials and supplies associated with district functions; performs or arranges laundering and repair of Personal Protective Equipment (PPE) as necessary; responds to emergencies as directed to provide logistical support; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

One year of full-time experience in a stockroom, warehouse, or other related position which involved purchasing, receiving, disbursing, and accounting for a variety of equipment and supplies; OR an equivalent combination of related training and experience.

LICENSE OR CERTIFICATE

Required at time of application:

- A valid driver's license.

Required at time specified below:

- Must be able to and acquire a forklift certification within one year of appointment.
- Must be able to and acquire a valid Nevada Class "C" Driver's License with "F" endorsement within three months of appointment.
- Must be able to and acquire a valid Class "B" Commercial Driver's License with "N" or "X" endorsement within two years of appointment.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

- Perform general housekeeping and storeroom organization duties in a warehouse setting,
- Order, receive, and maintain an inventory of supplies, tools, and equipment, for use throughout the organization.
- Deliver requisitioned materials to various sites and pick up special and/or rush orders from local vendors, as necessary.
- Obtain requested item(s) or appropriate substitute from stock on hand or through special order.
- Assist district in determining efficiencies in placing of orders for stock and special items.
- Receive, generate, and sign requisitions for materials, parts, supplies, and equipment.
- Initiate, update, and maintain a variety of manual and automated files and records; maintain control files on matters in progress and update resource materials.
- Coordinate with financial management staff to ensure accountability of all equipment and inventory.
- Assist with the training of personnel in the proper use of new equipment and chemicals purchased for use in TMFPD facilities.
- Drive fire department apparatus for the purpose of relocating or pick up/delivery from repair vendors.

- Have knowledge of the operation of specialized equipment such as chain saws, portable pumps, hydraulic rescue equipment to assist with repair diagnosis.
- Communicate via radio and cell phone as necessary.
- Perform related duties and responsibilities as assigned.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

- Organizational structure related to activities and functions of the Truckee Meadows Fire Protection District, and its cooperating agencies.
- Policies and procedures of the County Purchasing Department and the TMFPD.
- Terms, acronyms, laws, rules and regulations pertinent to the position and the District. Fireground and Incident Command System terminology required to communicate with other staff.
- Occupational hazards and standard safety practices.
- Principles and procedures of record keeping and filing.
- Business correspondence and report preparation.
- Data entry and verification procedures.

Ability to:

- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Understand the organization and operation of both the District and outside agencies as necessary to assume assigned responsibilities.
- Read, interpret, and apply pertinent laws, codes, and regulations, including administrative and departmental policies and procedures.
- Operate a variety of warehouse equipment to include pallet jacks, dollies, carts, and forklifts.
- Operate off-highway vehicles and equipment to include snow blowers, hand tools, power tools, and gas-powered small engines.
- Connect to appropriate vehicles and tow trailers on various roadways.
- Operate a multi-band two-way radio using proper terminology.
- Prepare and maintain accurate and complete records.
- Communicate clearly and concisely, both orally and in writing.
- Effectively multitask with multiple projects and assignments.
- Ability to gather, organize and analyze information.
- Work independently with minimal supervision.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

- Basic level of purchasing practices and procedures.
- Inventory control and warehousing practices and procedures.
- Basic mathematics.
- Safe operation of equipment and small tools.
- Some knowledge of computer software programs.
- Grammar, punctuation, spelling and proper English usage.

- Standard office procedures, practices, and methods.

Ability to:

- Use a telephone, calculators, copiers, computer and various reporting programs to complete job related duties.
- Operate equipment and tools in a safe manner.
- Operate modern office equipment, including computer equipment.
- Operate a radio.
- Identify supplies and parts and know their uses.
- Read and comprehend product catalogs.
- Conduct accurate inventories of diverse property.
- Prepare and maintain accurate and complete records.
- Understand and follow oral and written instructions.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

- Ability to frequently sit, stand, walk, kneel, stoop, twist, climb, lift 50 lbs., drive to different sites and locations; tolerate exposure to the outdoors, chemicals, and mechanical hazards.
- Positions are required to work varied shifts including evenings, weekend, and holidays.
- Be available for callback after hours to assist at large scale emergency incidents.
- Employees must maintain hairstyles and facial hair in accordance with District policy.
- Must pass an annual physical exam and medical exam in order to continue employment.
- Must possess sufficient hearing ability to discern voice transmissions and alarms.
- Must be able to distinguish between colors.
- Applicants will be required to undergo a background investigation prior to appointment.
- Licenses and certifications are required to be kept current and maintained for continued employment.
- Applicants will be required to pass a thorough medical examination prior to appointment and for continuing employment.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.