

South Jordan City

Job Description

Title:	Fire Logistics Coordinator	Effective Date:	4/27/2020
Org:	100620	FLSA:	Non-Exempt
Pay Grade:	F3	Workers Comp:	Fire

GENERAL PURPOSE

Responsible for assisting with various fire department administrative duties, to include vehicle/equipment repair and maintenance, apparatus movement to and from fleet department, inventory of fire department consumable supplies, oversight of the respiratory protection program, oversight of the department PPE and uniform programs, and assistance with training division needs. This position may also be assigned daily assignments or projects that the fire departments administration may have on a regular basis.

SUPERVISOR

Administrative Battalion Chief

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Direct oversight and management of the departments' Target Solutions Training Program.

Manage inventory of medical, fire and station supplies.

Function as the department Quartermaster, issuing, maintaining records for, and procuring department issued PPE and uniforms.

Conduct and fulfill weekly medical supply orders and delivery to fire stations.

Assist with annual fire hose, apparatus pump and ladder testing and maintain records.

Ensure annual safety inspection of all SCBAs and maintain records as per manufacturer's specifications.

Assist in coordination of annual testing of all department SCBA equipment, fresh air compressors and maintain records.

Conduct daily/weekly pick-up and drop-off of all department mail.

Conduct weekly checks of oxygen cylinders at all fire stations, also to include ordering of replacement oxygen cylinders.

Schedule and coordinate any small tool repairs needed.

Provide fill in support to operational positions when assigned.

Assist with training of fire personnel in both fire and medical scenarios.

Coordinate with the fleet division to oversee apparatus maintenance and repair schedules for the fire department.

Conduct life safety inspections of commercial, residential, public assemblies and governmental buildings to ensure compliance with applicable life safety regulations, ordinances and standards; inspect and test fire protection systems; inform occupant of findings; make recommendations regarding correction of hazards; develop quick access plans for commercial occupancies; inspect and perform flow tests of fire hydrants.

Provide community education and wellness services including immunizations, station tours and educational classes.

Perform a variety of administrative duties including preparing reports and forms, conducting research, and preparing and presenting recommendations.

Participate in City and department training.

Maintain proficiency in all certified fire and EMS operational procedures and techniques.

May be assigned to assist in fire department onboarding process and conducting monthly fire inspections.

Health & Fitness: Must satisfy the medical requirements of National Fire Protection Association (NFPA) Standard 1582 and at all times maintain a fitness level that meets or exceeds the minimum standard of the department physical ability test and the Wildland Firefighter Fitness test.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D
AND

B. Three (3) years of full-time fire fighting experience

2. Special Requirements:

Valid Utah Class D Driver's License

Successfully completed probationary period

EMT-Advanced, Firefighter II, Hazardous Materials Operations Certification

Apparatus Driver Operator and Aerial Operator Certification

Fire Instructor I and Fire Inspector I Certification preferred

Advanced Cardiac Life Support and Pediatric Advanced Life Support Certification

Healthcare Provider CPR Certification

Successful completion of all required Homeland Security courses including NIMS and ICS

Employees selected for this assignment may not be released unless there is an available position in the fire department for which he/she are qualified for and may return to.

3. Knowledge, Skills and Abilities

Knowledge of basic and advanced life support techniques, procedures, and practices; strategy and tactics for fire suppression and related activities; purposes, uses and operating characteristics of apparatus, equipment, and tools used in fire fighting, rescue, emergency medical services, and hazardous materials operations; apparatus placement in both emergent and non-emergency operations; the principles of mechanics, hydraulics and mathematics and their application to the operation of fire apparatus; equipment and apparatus maintenance procedures; occupational hazards and standard safety practices; fire hazards and related prevention/abatement methods; principles and procedures of record keeping; safe driving principles and practices; local geography

including city streets, major hazards, and water system; and pertinent Federal, State and Local codes, regulations, and laws.

Skill to operate department fire fighting, rescue, hazardous materials response, and emergency medical equipment to include hose lines, nozzles, pumps, hydrants, extinguishers, ladders, hand tools, extrication tools, and air masks.

Ability to operate a personal computer and Microsoft products.

Ability to operate a motor vehicle safely.

Ability to analyze and solve problems; establish and maintain effective working relationships with the public and City personnel.

Ability to perform all tasks, duties and responsibilities associated with the certifications, licenses and essential tasks identified herein; respond quickly to changing situations; exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs, communicate clearly and concisely, both orally and in writing; work under extreme mental tension and pressures; work a variety of shifts for long hours; effectively deal with demanding and traumatic situations; work in all weather conditions; develop effective working relationships with supervisors, medical professionals, fellow employees, and the public.

4. Working Conditions:

Light physical effort generally in an office setting with comfortable working conditions. Such conditions include handling light weights, sitting, standing and walking in a normal office environment. This assignment generally requires a 40 hour work week, with possible callback on scheduled days off.

Response to emergency situations and participation in training activities involves considerable exposure to stressful situations; strenuous and moderately heavy physical activity; required to stand, walk, crawl or sit in uncomfortable positions for extended period of times; involves exposure to dangerous situations under disagreeable conditions such as cold, wet, high temperatures, toxic fumes, smoke, excessive noise, hazardous materials, communicable diseases, vibration, heights, confined spaces, emergency driving, little to no sleep for extended periods, etc. May be subjected to lifting and dragging items weighing up to 181 pounds. Unconventional working hours are required including nights, week-ends, holidays and/or 48 hour shifts. Travel to different sites and stations are required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Fire Non-Exempt	EEO-4 Class:	PS Worker
Location:	Fire	EEOP Class:	Prot Serv Sworn
Group/BU:	Fire Step Plan	Tech-Net Match:	1685