

**EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION**



JOB TITLE:	Support Services Supervisor	FLSA: Non-Exempt
DIVISION:	Prevention/Support Services	
REPORTS TO:	Deputy Fire Chief/Fire Marshal	DATE: May 18, 2015

POSITION SUMMARY:

Responsible for purchasing, maintaining and repairing a variety of safety and rescue equipment; maintain supplies for District operational needs.

ESSENTIAL FUNCTIONS:

- Orders and maintains stock of essential supplies to ensure adequate support of District needs; delivers and stocks equipment at various locations throughout the District as required; forecasts material and supply requirements based upon past demand, current purchasing and inventory practices and projected needs to ensure that adequate quantities and types of materials will be available to meet District needs.
- Assists the District's Mechanic in the repair of emergency vehicles and equipment as required.
- Purchases and maintains all personal gear for District staff.
- Performs quarterly air samples and maintenance for air compressors; monitors water quality and replaces filters as required on reverse osmosis units; preps fire extinguishers for use in fire prevention classes.
- Maintains inventory control records; coordinates physical inventories and prepares and reconciles reports of inventory status.
- Contacts vendors regarding delivery, quality and quality problems; arranges for the return of damaged or incorrect materials and supplies; maintains a current knowledge of materials and supplies used by the District and makes recommendations for purchase.
- Unpacks materials, supplies, tools and equipment and verifies articles received against packing lists and purchase orders and notes discrepancies or damaged items.
- Establishes stock levels; prepares requisitions for orders against outstanding contractual agreements with vendors.
- Ensures that the storage areas are maintained in a clean and orderly condition and that employees follow all safety procedures.
- Provides seasonal snow removal at District facilities as required.
- Maintains stocks of emergency supplies required by Douglas County Emergency Management, such as sandbags, cots, emergency shelter supply trailers, etc.
- Responds to incidents and emergencies as instructed to provide support.

- Coordinates and manages vendor services related to annual SCBA, ladder and Halmotro safety inspections and testing.
- Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School diploma; AND two (2) years of warehouse and general purchasing experience; OR an equivalent combination of education, training and experience as determined by Human Resources and District Fire Chief.

Required Knowledge and Skills

Knowledge of:

- Basic budgetary and financial record keeping practices and terminology.
- Methods and practices of receiving, storing and issuing materials, equipment, tools and supplies.
- Small engine repair and maintenance practices.
- Inventory control recording keeping practices and procedures.
- Units of weights and measures and standard terminology and suppliers of materials and supplies required by the District and County operations.
- Use and maintenance of basic hand and power tools related to the work.
- Computer applications related to the maintenance of inventory control records.
- Business arithmetic.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Ability to drive and operate a wide variety of vehicles used in the fire service, including equipment used for snow removal.

Skill in:

- Planning, organizing, supervising, and reviewing the work of others.
- Training others in policies and procedures related to the work.
- Small engine repair and maintenance.
- Performing accurate receipt, storage and issuance of materials, supplies and equipment.
- Directing the maintenance of accurate inventory control records by manual and automated methods.
- Safely using and maintaining a wide variety of hand and power tools and materials handling equipment related to the work.
- Making accurate arithmetic calculations.
- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- Establishing and maintaining effective working relationships with those contacted in the course of the work.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Class C driver's license.
- Certification in SCBA repair and maintenance or obtained within six (6) months of date of employment.
- Certification as a Fork Lift Operator or obtained within six (6) months of date of employment.
- "F" endorsement to driver's license or obtained within six (6) months of date of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Strength and agility to exert up to 100 pounds of force; ability to stand, walk, crawl, kneel, stoop, balance, climb to height of 20 feet; work is subject to performance under adverse environmental conditions, traffic conditions, fumes, dust, noxious odors, intense noise, hazardous chemicals/solvents and electrical currents.

CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.
3. EFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____