

## RESOURCE & LOGISTICS SPECIALIST FIRE & RESCUE DEPARTMENT

NON-EXEMPT  
SALARY LEVEL: Grade 19

JOB CODE: FR01  
DATE: 7/1/15

**SUMMARY:** Performs difficult technical and administrative work in the procurement and management of a wide variety of commodities. Acts as purchasing contractor for the Department; responsible for prioritizing requisitions received, determining the appropriate purchasing requirements to be followed and selection of successful vendors; is responsible for maintaining inventory of all fixed assets and Department property. Supervision is exercised over subordinate technical, skilled as required or requested. Position will also assist the Training/Health & Safety Officer as needed. This will include direct support in the delivery of training and coordinating and overseeing training logistical support. Logistical support of department testing and annual work performance evaluations. Work is performed under the general supervision of the Fire Chief.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and maintain a satisfactory attendance. Other duties may also be assigned. Work is performed under the general supervision of the Fire Chief and is evaluated through conferences and written reports concerning the quality and effectiveness of work completed. An individual must be able to perform each essential duty satisfactorily and maintain satisfactory attendance. Reasonable accommodations may be made to enable an individual with disabilities to perform these essential duties.

- Oversees all purchasing of goods, services, supplies and equipment for the Department as directed and assigned; works with the City purchasing agent to ensure that policies and procedures comply with the City's procurement guidelines and the Virginia Procurement Act.
- Follows the City's policies and procedures for the Department purchasing programs;
- Directs or performs the verification of requisitions and determination of propriety of purchase.
- Drafts purchasing specifications for the department and submits them to the City's purchasing agent for review and completeness.
- Directs or personally the preparation of purchasing specifications, issues purchase orders and recommends the awarding of contracts to vendors, verifies commodity, and service quality;
- Represents the Department at bid openings and is responsible for all pertinent information relating to the bid process;
- Oversees all questions on purchasing matters, interviews vendors representatives on price changes and trade and case discounts, searches for new innovation in goods being offered for sale;
- Manages surplus property and materials, keeps aware of departmental needs for possible use of surplus items, coordinates with the City's purchasing agent to disposes of surplus items;
- Negotiate damage on received materials;
- Assists in the preparation of Request for Proposals (RFP's);
- Reviews requisitions, analysis of quotations, and recommends the awarding of contracts to vendors;
- Collects, files, checks and approves invoices and statements;
- Maintains an inventory of fixed assets in accordance with the fixed asset policies of the City;
- Facilitates/manages the SCBA repair and maintenance program;
- Manages the PPE repair, maintenance and cleaning program;

- Responsible for the management, purchase and maintenance of the department fleet and assists with the management, support and maintenance of the volunteer fire company fleet as needed and required by WFRD.
- Manages hose testing process and records.
- Inventory control of all department assets.
- Manages Meter equipment, calibration and maintenance.
- Oversees department grant programs; coordinates with City's grant representative or City Manager designee.
- Prepares grant documents for the Fire Chief to seek approval from City Council.
- Assists with management of department document control and maintenance
- Assist with fire department communications system operation and maintenance
- Assist with and supports the Emergency Operation Center Staff and with Emergency Operations during major emergency/non-emergency events as needed.
- Responsible for insuring the readiness of the department canteen.
- Assist with staffing Operation of the City's Mobile Command Post as needed and manages the department's related assets.
- Represents the City, Chief and Department as needed.
- Assists with the delivery and support of department training programs as needed.
- Performs special projects as assigned.
- Communicates and coordinates with volunteer members and volunteer officers.
- Other duties as assigned

## ***QUALIFICATION REQUIREMENTS:***

**Education and/or Experience:** Any combination of education or experience equivalent to a High School diploma or General Education Degree (GED) is required. Fire and Emergency Services experience is required. Fire and Emergency Services logistics and purchasing experience is also preferred.

**Certificates, Licenses, Registrations:** Possession of a valid and appropriate driver's license. Possess valid and appropriate certificates, Firefighter Level I, EVOC, Pump and Aerial Operator, Hazardous Materials Operations, A EMT or NREMT, NIMS 100, 200, 700. All certificates must be recognized by the Commonwealth of Virginia (Pro-board, IFSAC, NREMT).

**\*Note\*** Previous ALS Incentive pay will be reduced at this level. Personnel certified at the EMT-I or EMT-P level are not eligible for ALS incentive pay.

**Language Skills:** Ability to read, analyze and interpret complex documents. Ability to write and speak effectively using correct English. Ability to produce written documents, reports and other correspondence using proper grammar, punctuation, and spelling. Ability to effectively present information and respond to questions.

**Other Knowledge, Skills and Abilities:** Knowledge of Microsoft Office software (primarily Word & Excel); and the ability to apply computer skills to everyday office practices. Knowledge of standard office practices, procedures, equipment and secretarial techniques. Ability to type accurately and quickly. Ability to make mathematical calculations. Ability to efficiently operate a variety of office machines. Ability to organize files, for easy retrieval of information. Ability to establish and maintain effective working relationships with other employees, other City officials and the general public. Additionally knowledge of modern principles and techniques of fire, EMS, rescue, and hazardous materials and training delivery are required. Must have the ability to work with, communicate,

coordinate with various national, state and local agencies concerning department matters and business.

**PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Required Physical Activities:** Requires considerable physical effort working continuously with average and frequently heavy weight or frequent requirements for long periods of, but not limited to climbing, balancing, flexing, stooping, kneeling, crouching, walking, running, jumping, crawling, lifting, pushing and hoisting. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employee is to be a non-tobacco user.

**Vision Requirements:** Minimum standards as required by the Division of Motor Vehicles and corrected to 20/20.

**Environmental Conditions:** Work is conducted and performed inside and outside, in all weather conditions; requiring the utilization of various personal protective devices.

**EQUIPMENT ESSENTIAL TO DO THE JOB:** Telephone, computers, printers, fax machines, copy machine, calculators, Ladders, Fire Hoses, Nozzles, Defibrillators, SCBA, PPE, Compressors, Power Equipment, Data Processing and other various office equipment.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by management. The City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment.

I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.

Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Approved:

  
\_\_\_\_\_  
City Manager

17 June 2015  
\_\_\_\_\_  
Date