

TITLE: Fire Staff Sergeant - Logistics

FD-EMS/20-777

DEPARTMENT: Fire-EMS, Fayette County

JOB SUMMARY: This position is responsible for overseeing the department's supplies, materials, and equipment procurement, distribution, and inventory control operations. This position also participates in fighting fires and providing emergency medical care.

MAJOR DUTIES:

- o Procures cleaning materials, supplies, equipment, and paper products for the Fire – EMS Department; distributes procured and stored items to fire stations; maintains and restocks inventory; performs inventory control and record keeping duties.
- o Inspects, orders, and distributes department uniforms (work and dress) and fire fighting gear.
- o Inspects, maintains, and repairs all Self-Contained Breathing Apparatus (SCBA) in the department.
- o Retrieves Emergency Medical Services supplies from storage areas for medic trucks and fire stations.
- o Responds to emergency calls and serves in assigned Logistics and Support functions.
- o Maintains, repairs, or replaces all fire equipment.
- o Conducts face-sizing tests on SCBA masks to ensure proper fits.
- o Enters data pertaining to the testing of pumpers, SCBAs, and face pieces into computer system.
- o May take command of firefighters at incident scenes.
- o Performs pump test on apparatus yearly or after any major repairs to drive train.
- o Inspects lawn maintenance equipment at fire stations to determine repair or replacement needs.
- o Teaches fire safety education to elementary school students.
- o Assists in conducting pre-employment physical agility tests.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of county procurement, distribution, and inventory control policies and procedures.
- o Knowledge of the current principles, practices, and techniques of fire and emergency medical operations.
- o Knowledge of county geography, streets, roads, and buildings.
- o Knowledge of emergency medical protocols, procedures, tools, and equipment.
- o Knowledge of fire and emergency medical apparatus and equipment.
- o Skill in inventory control and supplies, equipment, and materials storage management.
- o Skill in the provision of emergency medical care.
- o Skill in general computer operations and in the use of department specific applications.
- o Skill in the operation of job related fire apparatus, vehicles, equipment, and tools.

**SUPERVISORY CONTROLS:** The Deputy Chief or Captain assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include county policies and procedures; departmental policies and procedures; local, state, and federal laws; medical protocols/guidelines and standing orders; national EMT standards, and county ordinances. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied inventory management, firefighting and emergency medical duties. Potentially life threatening situations contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to manage the department's supplies, materials, and equipment procurement, distribution, and inventory control operations. This position also participates in fighting fires and providing emergency medical care. Success in this position contributes to the safety and well being of county residents.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, law enforcement personnel, health care professionals, representatives of other emergency response agencies, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems and provide services.

**PHYSICAL DEMANDS:** The work is performed while intermittently sitting, standing, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

**WORK ENVIRONMENT:** The work is typically performed in an office, stockroom, outdoors, and at the scene of emergency incidents. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has functional supervision over assigned subordinates.

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class B) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of Fire and EMS and a high school education or GED.
- o Ability to understand the basic principles relevant to the major duties of the position after completing entry level training.
- o Possession of a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- o Complies with current requirements set forth by the National Fire Protection Association as a Firefighter 2 and complies with the Georgia Firefighter Standards and Training Act.
- o Possession of State of Ga. EMT Intermediate license and possesses and maintains National Registry certification as an EMT-Intermediate.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated three years experience or service.