

**TIMBER MESA FIRE MEDICAL DISTRICT
JOB DESCRIPTION**

SUPPORT SERVICES ASSISTANT

GENERAL SUMMARY:

Under the direction of the Support Services Supervisor, maintains inventory/supplies, coordinates facility maintenance, performs minor facility maintenance repairs, and provides delivery of supplies/equipment throughout the District.

SUPERVISION:

This person works under the direct supervision of the Support Services Supervisor.

MANAGEMENT EXPECTATIONS OF EMPLOYEES

- Every member is expected to conduct himself, on and off duty, in a manner that reflects positively on himself, the District and the fire service in general.
- Every member shall accept responsibility for his actions and the consequences of those actions.
- Every member shall support the concept of fairness and the value of diversity.
- Every member shall be truthful and honest at all times and report any instances of dishonest acts that may compromise the integrity of the District.
- Every member shall be respectful and conscious of the safety and welfare of fellow members and the members of the public.
- Every member shall recognize that he serves in a position of public trust that requires stewardship in the honest and efficient use of public resources.
- Every member shall exercise professionalism, competence, respect and loyalty in the performance of his duties.
- Every member shall avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Every member shall conduct his personal affairs in a manner that does not improperly influence the performance of his duties or bring discredit to the District.
- Every member shall act in good faith, exercising due diligence in carrying out his duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains appropriate stock inventory level of supplies (fire equipment, janitorial supplies, office supplies, personal protective equipment, uniform items, etc.).
- Completes annual stock inventory.
- Generates requests for stock supplies.
- Receives and processes incoming supplies.

- Assists with the ordering of supplies and equipment.
- Issues office supplies, janitorial supplies, building maintenance supplies, stock uniform items, personal protective equipment, and fire equipment.
- Delivers supplies, tools and equipment to the field.
- Maintains records for all issued supplies and equipment.
- Processes minor and emergency building maintenance requests.
- Uses equipment and operates tools such as hammers, screwdrivers, wrenches, drills, saws, trenchers, augers, buffers, and other tools commonly used to maintain facilities and associated equipment.
- Cleans and repairs HVAC and exhaust units and roof areas by removing debris; installs and replaces filters, belts, and motors; and performs repairs and preventive maintenance to ensure proper operation.
- Receives and processes incoming supplies relevant to maintenance.
- Performs minor equipment/facility repairs.
- Coordinates the outsourcing of facility or equipment repairs.
- Operates an automobile or truck to transport mail, books, supplies, equipment, materials and personnel to designated field facilities.
- Picks up items from designated field facilities for immediate or future delivery.
- Provides back up support for answering phones and handling miscellaneous administrative/clerical duties.
- Prepares paperwork and reports accurately and in a timely manner, including but not limited to inventory control reports, supply requisitions, etc.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Performs inspections and routine repairs of personal protective equipment (PPE), including turnout gear, self-contained breathing apparatus (SCBA), and related equipment.
- Prepare and maintain parts warranty data and submit warranty claims.
- Return damaged parts to expedite vendor credits.
- Interacts with the public in a positive manner that exemplifies the Fire District's mission.
- Maintains positive working relationships with employees, supervisors, and members of the public.
- Comply with the rules, policies, guidelines, and procedures set forth by the District and perform other duties as assigned.
- Operates motor vehicles for the safe and timely delivery of supplies, equipment, and other materials as needed.
- Complete all applicable OSHA and assigned training annually.
- Obtain training certifications as directed.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS:

- 18 years of age or older
- High school diploma or general education degree (GED)
- Valid Arizona Driver's License
- Experience in inventory control/warehouse operations involving a wide variety of materials, equipment, tools, and supplies
- Experience in basic equipment or facility maintenance
- Speak, read, and write the English language
- Meet insurability requirements of the District's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern inventory/warehouse methods and practices
- Knowledge of a variety of supplies, tools, equipment and related terminology
- Knowledge of basic computerized inventory control systems, including its uses, capabilities and limitations
- Knowledge in Adobe and Microsoft Office applications, including Word, Excel, and Outlook, with the ability to create, maintain, and analyze inventory-related documents, spreadsheets, and reports
- Knowledge of basic equipment/facility maintenance
- Knowledge of District station and facility locations
- Ability to demonstrate strong and effective communication skills, orally and in writing, with vendors, employees, or the public, either face-to-face or via telephone
- Ability to maintain effective working relationships with fellow employees and the general public
- Ability to read, write, understand, and follow verbal instructions
- Ability to read, comprehend and make inferences from written material including computerized data of inventory management reports
- Ability to work in all weather conditions with exposure to the outdoor elements
- Ability to operate a motor vehicle for purposes of delivery of equipment/supplies

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl; talk, hear; taste, and smell.

The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, high, precarious places, fumes and airborne particles, outside weather conditions. The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the District and employee and is subject to change by the District as the needs of the District and requirements of the job change.