

Tempe Fire Department Policies and Procedures
Fire Services Inventory Technician
410.02Q
Rev 6-1-07

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of duties in support of the Fire Department purchasing, warehouse and maintenance operations including obtaining bids, ordering, receiving, storing, distributing and conducting inventory of station equipment and supplies, uniforms and emergency medical supplies; and coordinating building and grounds maintenance for the Fire Department.

Supervision Received and Exercised:

Receives general supervision from a Battalion Chief or from other supervisory or management staff.
Exercise functional and technical supervision over lower level staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Order materials, fire station supplies and equipment, EMS supplies and uniform clothing; prepare requisitions and purchase orders; code to proper account and verify accuracy of stock number; extend costs and run totals; determine proper stock levels for items.
- Receive, stock and issue materials, supplies and uniform clothing; verify incoming shipments for appropriate quantity and quality.
- Inventory materials, supplies and clothing; report replacement needs; establish minimum/maximum stock levels and monitor stock levels based on usage and lead time.
- Maintain files; compile records of supply transactions; input and receive data from a computer terminal; post supplies issued; prepare quarterly and yearly performance reports.
- Provide follow-up on all orders to insure delivery schedules are met.
- Prepare bid specifications for all medical, operating and utility supplies; meet with prospective vendors; research and recommend new products and equipment.
- Coordinate ongoing maintenance and/or repair for all department buildings, landscape, and security.
- Participate in budget administration; monitor and control budgetary expenditures.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in storekeeping or related work involving the selection, storing and issuing of a variety of materials and supplies.

Training:

Equivalent to the completion of the twelfth grade. Additional training in inventory control and/or accounting. Knowledge of firefighting tools and equipment is preferred. Microsoft Work and Outlook is highly desirable.

Licenses/Certifications:

Possession of, or the ability to obtain, an appropriate, valid Arizona driver's license. Effective October 1997 Revised October 2000 Revised August 2006 Revised June 2007 (Merge Fire Support Svcs Tech & Inventory Svcs Spec to one classification)