

MAJOR FUNCTION

This is responsible administrative, supervisory, and technical work in support of the fleet, facilities, equipment, maintenance, and inventory control in the Fire Department. Duties include coordinating, planning and supervising the repair, maintenance and control of Fire Department equipment, facilities, and inventory. Work is performed under the general supervision of an Assistant Division Chief, exercising a considerable amount of independent judgment. The work is reviewed through conferences and achievement of the desired results.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Develops, installs and maintains the department's inventory control system for managing uniforms, supplies, utensils and equipment. Supervises employees engaged in the maintenance and distribution of this inventory. Provides the supervisor with daily status of Fire Department equipment and maintains equipment history files. Coordinates vehicle regular maintenance and repair with Fleet Division. Requests informal quotations for the purchase of supplies, equipment replacement, facilities repair, replacements of appliances and other incidentals. Conducts analysis of equipment usage, cost of running existing fleet vehicles and equipment. Conducts facility inspections and prepares plans for maintenance and repairs as needed for Tallahassee Fire Department facilities, and coordinates work with contractors. Oversees budget for Replacement and Repair of Infrastructure work order. Oversees repairs and maintenance of all department radios. Performs special assignments, does research, and prepares reports. Recommends the selection, advancement, transfer, grievance adjustment, discipline and discharge of employees. Attends monthly staff meetings. Coordinates with the City's Radio Shop regarding the use of the Mutual Aid Radio Communication Tower. Coordinates equipment setup for all department special events and ceremonies. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Serves on ad hoc teams and committees as needed. Keeps abreast of general and job specific developments and trends in areas related to job responsibilities. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of rules, regulations, policies and procedures involved in the work of assigned functions. Considerable knowledge of the principles of office management, clerical, statistical and fiscal processing. Considerable knowledge of purchasing, inventory control, statistical analysis and reporting. Considerable knowledge of the types of fire vehicles and equipment and their performance characteristics. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to express oneself clearly and concisely orally and in writing. Ability to install management and inventory control forms and procedures. Ability to establish and maintain an effective working relationship with subordinates, contractors, vendors, associates, supervisors, and the general public. Ability to supervise subordinates. Skill in the care and use of pertinent tools, equipment and facilities. Skill in the use of computers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of an associate's degree and four years of administrative or technical experience that includes supply management, building maintenance, or procurement; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Possession of a valid Class E State driver's license at the time of appointment.

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