

Marion County Board of County Commissioners

POSITION DESCRIPTION



To be successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

SUPPLY INVENTORY TECHNICIAN

Department: Fire Rescue
Pay Grade: 103/104/105/106
FLSA Status: Non-Exempt
Job Class: 6216
Risk Code: 7380

JOB SUMMARY

Responsible for performing semi-skilled and manual in nature operating the logistics warehouse or department storeroom including receiving, stocking, inventory, and distribution functions.

ESSENTIAL JOB FUNCTIONS

- Receives stocks and distributes a wide variety of goods and materials used in most typical work environments plus the specialized environments of Fire Rescue/EMS.
- Evaluates equipment and materials requests to assure suitability of request. Fills and arranges for distribution of same. Performs records management functions associated with inventory tracking.
- Evaluates and distributes personal protective equipment and uniform items to MCFR personnel. Inspects, cleans, and repairs items as needed. Coordinates outsourced repairs with vendors. Places orders with various vendors and maintains suitable inventory of items.
- Conducts parts and materials inventory and use including historical tracking for the purpose of ensuring proper inventory and supply levels at all times.
- Applies efficient storage methods including allocations of proper bins or other storage spaces and security of stock.
- Organizes and arranges shelving to assure items being placed on shelves are in the correct area by labeling all shelves and arranging shelving in the most efficient manner.
- Operates a county vehicle to pick up and deliver parts and materials and may also operate typical warehouse equipment such as pallet jacks, stairs, ladders, etc.
- Cleans, sanitizes, and returns non-disposable equipment to service.
- Assists with records management functions to provide detailed record of items received, repaired, distributed, transferred, or disposed in order to ensure accurate department-wide inventory, repair cost summaries, and an effective depreciation and replacement schedule.
- Makes minor repairs to equipment and ensures equipment is ready for service.
- Tracks expenditures, requests requisitions, and codes invoices correctly.

- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization’s guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position may supervise small work groups to carry out assignments or as needed.

QUALIFICATIONS

	Supply and Inventory Technician I	Supply and Inventory Technician II	Supply and Inventory Technician III	Supply and Inventory Technician IV
HS diploma/GED	Required	Required	Required	Required
	Entry/Probation Period	Any 2 Certifications	Additional 2 Certifications	Additional 2 Certifications
Certification/Classes	Required within 1 Year: -Defensive Driving Course -CPR Certification -Infectious Control Certification	- Forklift Certification - Emergency Vehicle Operators Certification (EVOC) - Certificate in Microsoft Excel - Certificate in Microsoft Word - SCBA Care Tech Certification from MSA - Purchasing and Inventory Management course (*) - Warehouse Management course (*)		
Experience at MCFR Logistics	0 Years	1 Year	2 Years	3 Years
Pay Grade	103	104	105	106

Entry/Probation period - refer to the Marion County Employee Handbook
 Classes offered through Marion County BCC, in-person trainings, or online
 * Course offered at College of Central Florida, tuition reimbursement is offered through MCBCC, each course is considered a certification for the purposes of promotion

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to communicate effectively with customers and employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to explain records.
- Ability to exercise judgment regarding use of equipment, tools, or materials.
- Knowledge of Fire Rescue/EMS tools and equipment through volunteer or career employment.
- Knowledge of storekeeping methods and procedures.
- Knowledge of records used in the receiving, storing, inspecting, and issuing of diversified goods.
- Knowledge of prescribed methods of conducting complete inventory and records management systems.
- Knowledge of the practices and methods of automotive mechanics.
- Knowledge of computers and other office equipment.
- Skills in organization and task prioritization.
- Ability to cross-train within the department.
- Ability to visually inspect and determine accurately the quantity and quality of goods received in relation to prescribed specifications and purchase orders.
- Ability to access, input, and retrieves information from the computer.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 70 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to sit, climb, or balance, stoop, kneel, crouch, or crawl, and smell; will regularly stand and walk; and will frequently be required to use hands to finger, handle, or feel and reach with hands and arms, talk, or hear.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment. While performing the duties of this position, the employee will occasionally be exposed to moving mechanical parts, toxic, biohazardous, or caustic chemicals, fumes or airborne particles, and outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.