

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.

LOGISTICS INVENTORY TECHNICIAN

Department: Fire Rescue
Pay Grade: 105-111
FLSA Status: Non-Exempt
Job Class: 7129
Risk Code: 9410

JOB SUMMARY

Responsible for the preventive maintenance, repair, and refurbishment of specialized fire/rescue tools and equipment, the distribution of personal protective equipment and uniform materials, and the collection, inventory, and distribution of various supplies and equipment.

ESSENTIAL JOB FUNCTIONS

- Performs routine and emergency repair, preventive maintenance, and refurbishment of specialized fire rescue tools and equipment, including extrication tools, power units, generators, and fire suppression tools and appliances.
- Receives, inventories, stocks, and distributes various logistical supplies and equipment.
- Operates forklift and various medium duty vehicles to accomplish the task.
- Evaluates and distributes personal protective equipment and uniform items to MCFR personnel.
- Places orders with various vendors and maintains suitable inventory of items.
- Performs 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.
- Develops and maintains effective working relationships with outside vendors, internal departments and co-workers.
- Instructs or recommends to staff preventive maintenance activities and programs for equipment at stations.
- Assists Logistics Manager and Fire EMS Purchasing Coordinator with making purchases and performing department-wide inventory
- Participates in equipment evaluations of proposed new equipment and items.
- Assists in department budgeting process by projecting needed equipment and alternatives.
- 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 has no supervisory responsibilities.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; two (2) years' relevant experience; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as technical and shop repair manuals, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak 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 diagnose problems and make repair to fire/rescue tools and equipment.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to design, retrieve, and explain maintenance and inventory records.
- Considerable knowledge of tools, fluids, parts, supplies, and related materials used in the preventive care, refurbishment, and repair of fire-rescue equipment.
- Considerable knowledge of fire-rescue protective clothing systems.
- Knowledge of prescribed methods of conducting complete inventory and records management systems.
- Knowledge of fire rescue tools.
- Knowledge and application of small engine and tool repair.
- Skills in organization and task prioritization.
- Ability to learn and apply new repair and maintenance processes and procedures for a wide variety of specialized and general tools and equipment common to fire/rescue.
- Ability to take 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.

Logistics Inventory Technician

	Technician I	Technician II	Technician III	Technician IV	Technician V
HS Diploma/GED	Required	Required	Required	Required	Required
	Entry/Probation Period	Any 1 Certification	Any 2 Certification	Any 3 certification	Any 3 certification
Courses & Certifications	N/A	* Task Force Tips (TFT) Certification * Self-Contained Breathing Apparatus (SCBA) Certification * Equipment & Engine Training Council (EETC) Certification, Outdoor Power Equipment Certification(OPE) or equivalent in the field of Small engine or Automotive Service Excellence (ASE) Certification EETC Link: https://www.icevonline.com/industry-certifications/eetc-principles-small-engine-technology SEE: Attached page about EETC Certification			A.S or A.A. in Automotive Service Technology or similar field
Required within 90 days	Emergency Vehicle Operators Certification (EVOE), Forklift Certification, CPR & Infectious Control Certification				
Experience See Note	1 year	2 years	4 Years	6 Years	9+ Years
Pay Grade	105 \$35,464.00	106 \$37,939.20	107 \$40,580.80	109 \$46,467.20	111 \$53,206.40

Meeting the Industry Need

The certification assesses industry-valued and industry-recognized standards produced by EETC, whose membership comprised of industry professionals from manufacturers, distributors, dealers, educational institutions and associations. Companies who are represented through membership include Kawasaki Engines, Honda Engines, Briggs and Stratton, Kohler Engines and others.

The certification validates students have acquired the basic knowledge and skills necessary to troubleshoot, repair, service and maintain 4-stroke small engines. Students who earn the certification are more qualified and prepared to enter high-demand roles within the industry. Additionally, the certification allows employers to identify and connect with more skilled candidates, filling gaps in the labor market and jump-starting students' careers.



Industry Standards

The certification exam consists of 100 questions and assesses knowledge and skills from the following weighted industry standards:

ENGINE COMPONENTS & OPERATIONS OVERVIEW

- Engine Component Identification
- Engine Cooling Systems
- Engine Oil & Lubrication Systems
- Fuel System
- Emission System
- Electrical System
- Governor System

TOOLS, PARTS & EQUIPMENT IDENTIFICATION AND MANAGEMENT

- Precision Measuring Tools
- Testing Instruments
- Servicing Tools & Equipment
- Hand Tools
- Testing Tools & Equipment

- Storage & Maintenance

DISASSEMBLY PROCEDURES

- Preparation of Disassembly
- Removal of Muffler Assembly
- Removal of Levers & Linkage
- Removal of Valve Cover Breather Assembly
- Removal of Closure Plate

ASSEMBLY PROCEDURES

- Installation of Oil Sentry
- Installation of Flywheel
- Installation of Ignition Module
- Installation of Fuel Tank

BASIC TROUBLESHOOTING, REPAIR, SERVICE & MAINTENANCE PROCEDURES

- Inspection of Parts
- Evaluation of Parts for Wear Tolerance
- Repairing Parts
- Testing Procedures

PHYSICAL DEMANDS

The work is very heavy work which requires exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will frequently be required to stand, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell; and will frequently be required to use hands to finger, handle or feel, reach with hands and arms, talk or hear.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this position, the employee will frequently be exposed to moving mechanical parts, toxic 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.