

SANTA CLARA COUNTY
CENTRAL FIRE PROTECTION DISTRICT

SUPPLY SERVICES SPECIALIST

DEFINITION

Under the general supervision of the Deputy Chief of Support Services, the Supply Services Specialist is responsible for the ordering, receiving, storing and distribution of equipment, tools and supplies to various District divisions and fire stations.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey-level classification with lead responsibilities over the Supply Services Assistant. Incumbents perform moderately complex to complex tasks associated with purchasing, inventory and property control of fire fighting equipment, medical supplies, hazardous materials equipment, clothing and general office equipment, tools and supplies for District divisions and fire stations.

EXAMPLES OF DUTIES

Examples of duties may include, but are not limited to, the following:

- Maintains security of equipment, tools and supplies.
- Maintains warehouse and distribution standards and procedures.
- Operates District vehicles to deliver and pick-up equipment, tools and supplies.
- Consults with District divisions and fire stations to determine specific purchasing needs and specifications when necessary.
- Establishes successful vendor relationships; checks prices to ensure procurement at an acceptable cost.
- Responsible for reordering equipment, tools and supplies. Writes purchase orders in accordance with District policies.
- Investigates sources of supply, requests bids and proposals; reviews bids for compliance with specifications.
- Sorts and places District inventory in storage areas, shelves or in bins as required.
- Maintains a current and complete computerized inventory of office equipment and related tools owned or leased by the District.
- Coordinates the movement of equipment, tools and supplies and schedules deliveries.
- Receives goods from vendors and checks for proper quality, quantity, condition and price.

EXAMPLES OF DUTIES

- Works with vendors and the District's Business Services Division regarding payments and backorders.
- Coordinates the monthly supply order and service request forms.
- Reviews District inventory to ensure reasonable inventory limits.
- Establishes and maintains a computerized inventory control system.
- Maintains accurate records and prepares reports and correspondence.
- Gathers information for equipment repairs and makes recommendations regarding the feasibility of repairing or replacing District equipment and tools.
- Packages equipment, tools and supplies for shipping or repair.
- Provides direction and training to Supply Services Assistant.
- Perform related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Requires climbing, standing, stooping and walking for extended periods of time; ability to lift and move objects weighing up to 70 pounds with assistance; ability to sit for extended periods of time; ability to effectively use office equipment including computers, telephones, calculators, copiers and FAX; normal manual dexterity and eye-hand coordination; and corrected hearing and vision to normal range.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; some stooping and lifting; sustained posture in a standing or seated position for prolonged periods of time; driving District vehicles; indoor and outdoor work; regular contact with District staff and the public.

DESIRABLE QUALIFICATIONS

Education and Experience: Equivalent to completion of the 12th grade and demonstrated training or work experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of responsible experience purchasing fire suppression equipment, tools and supplies and inventory storage and control. Knowledge of the Santa Clara Fire Protection District and a strong background in customer service is highly desirable.

Knowledge of:

- Methods and procedures used in the receipt, storage, control and distribution of supplies, tools, materials and equipment.
- Various supplies and materials related to fire suppression operations.
- Supply sources.
- Safety principles and practices.
- Specifications development; marketing practices and pricing standards.
- Office methods, practices and procedures.
- Standard office equipment.
- Computer systems and software packages related to inventory control, record keeping, and office support functions.
- Correct English usage, spelling, grammar and punctuation.
- Mathematics.

Ability To:

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include climbing, stooping, stretching, walking, standing or sitting for extended periods of time.
- Perform a variety of the more difficult and complex purchasing and inventory record keeping assignments.
- Develop and maintain a computerized inventory control system for supply items and related assets of the District.
- Analyze requisitions, bids and other documents.
- Establish and maintain cooperative working relationships.
- Follow verbal and written instructions and maintain accurate records.
- Prepare clear and concise specifications.
- Gather, organize, analyze and present a variety of data and information.
- Make mathematical calculations quickly and accurately.
- Operate a computer and appropriate computer software.
- Prepare correspondence and reports.

Ability To: (continued)

- Deal tactfully and courteously with vendors, District staff and the general public.
- Provide guidance and training to other staff members.
- Maintain effective verbal and written communication with vendors, District staff and the general public.
- Operate assigned equipment.

Required Licenses or Certificates: Possession of a valid, appropriate State of California Driver's License.