

FIRE DEPARTMENT
SANTA CLARA COUNTY

SENIOR SUPPLY SERVICES SPECIALIST

DEFINITION

The Senior Supply Services Specialist is a supervisory position that performs more difficult and complex assignments, including program management. Under the supervision of the Facilities Maintenance Manager, the Senior Supply Services Specialist is responsible for the ordering, receiving, storing, and distribution of equipment, tools and supplies to various Department divisions and fire stations and the general oversight of the Department warehouse.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the Supply Services Specialist series. The Senior Supply Services Specialist supervises and directs the day-to-day activities of individuals in the Supply Services Specialist I and Supply Services Specialist II classifications. 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 Department divisions and fire stations.

EXAMPLES OF DUTIES

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

- Supervise, train, direct, evaluate, and participate in the work assignments and activities of Supply Services Specialists and other assigned personnel.
- Maintain security and safety of the warehouse. Receive inbound shipments and stage outbound deliveries to allow for unplanned inventory movement and peak demand within the warehouse.
- Maintain security of equipment, tools and supplies.
- Maintain warehouse and distribution standards and procedures.
- Operate Department vehicles to deliver and pick-up equipment, tools and supplies.
- Consult with Department divisions and fire stations to determine specific purchasing needs and specifications when necessary.
- Establish successful vendor relationships; check prices to ensure procurement at an acceptable cost.
- Responsible for reordering equipment, tools and supplies. Writes purchase orders in accordance with Department policies.
- Investigate sources of supply, request bids and proposals; review bids for compliance with specifications. Periodically perform market analysis of pricing and adjust vendors to most favorable for the Department as needed.
- Sort and place Department inventory in storage areas, shelves or in bins as required.

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- Maintain a current and complete computerized inventory of office equipment and related tools owned or leased by the Department.
- Coordinate the movement of equipment, tools and supplies and schedule deliveries.
- Receive goods from vendors and checks for proper quality, quantity, condition and price.
- Allocate purchases to appropriate General Ledger account codes. Monitor approved budget allocations across categories.
- Work with vendors and the Department's Business Services Division regarding payments and backorders.
- Coordinate the monthly supply order and service request forms.
- Review Department inventory to ensure reasonable inventory limits.
- Establish and maintain a computerized inventory control system.
- Maintain accurate records and prepare regular reports and correspondence.
- Gather information for equipment repairs and make recommendations regarding the feasibility of repairing or replacing Department equipment and tools.
- Package equipment, tools and supplies for shipping or repair.
- Coordinate logistics support including meals, hydration, temporary shelter and rest equipment for the Rehabilitation unit during major responses and emergencies.
- Monitor employee progress, evaluate employee performance, and address personnel matters.
- Perform related duties as assigned.

WORKING CONDITIONS/PHYSICAL DEMANDS

Work is performed indoors and outdoors, with regular contact with staff and the public. The position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping, climbing, grasping, and repetitive and fine coordination hand movement. The incumbent should have normal manual dexterity and eye-hand coordination; and corrected hearing and vision to normal range, and must be able to lift, push, and pull objects weighing up to 50 pounds without assistance and 70 pounds with assistance. The incumbent will be driving Department vehicles.

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:

Four (4) years of responsible experience purchasing fire suppression equipment, tools and supplies and inventory storage and control, and a minimum of two (2) years of lead/supervisory experience is required. Knowledge of the Santa Clara County Fire Department and a strong background in customer service is highly desirable.

Knowledge of:

- Principles, practices, and techniques of supervision, leadership, training, and mentoring.
- 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.
- Basic math.
- Department policies, rules, regulations, and operational procedures.

Ability To:

- Effectively supervise, communicate, train, lead, plan, evaluate, coordinate, and direct the activities of Supply Services Specialists and other assigned personnel.
- Effectively manage projects, priorities, and timelines, providing updates and progress reports as required.
- Assist with budget planning, tracking personnel costs, and procurement.
- 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 Department.
- Analyze requisitions, bids and other documents
- Recognize problems and develop recommendations and solutions.
- 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.

Ability To: (continued)

- Make mathematical calculations quickly and accurately.
- Operate a computer and appropriate computer software.
- Prepare correspondence and reports.
- Deal tactfully and courteously with vendors, Department staff and the general public.
- Provide supervision and training to subordinate staff, train other Department staff as appropriate.
- Maintain effective verbal and written communication with vendors, Department staff and the general public.
- Operate assigned equipment.

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

Pre-Employment Conditions: The candidate must pass a background check, Live Scan fingerprint, and complete a medical examination.