ASHEVILLE, NORTH CAROLINA

Classification Specification

Logistics Officer
Job Code: 2040
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to supervise and coordinate operations and staff involved in maintenance and repair work at Fire Department facilities, maintenance and repair of department vehicles and equipment, and purchasing department parts, equipment, and supplies.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and

provide technical expertise; provides progress and activity reports to management; and updates and maintains department standard operating procedure manuals.

Maintains inventory of equipment and supplies, such as safety supplies, truck equipment, personal protective gear, uniforms, and station supplies: ensures adequate supplies to perform department work activities; utilizes procurement card for department purchases in accordance with procurement policies; researches and reviews suppliers; requests quotes; submits requisition requests, as needed; and receives, stocks, and/or delivers supplies to requesting station.

Coordinates and participates in related procurement and budgeting activities: monitors expenditures to ensure compliance with approved budget; makes recommendations regarding apparatus purchases, station construction, and other capital expenditures; and assists in developing specifications for department contracts and bids.

Coordinates maintenance and repair work at department buildings and facilities: receives and responds to service and repair requests; examines, reviews, and determines nature of repair and/or service needed; schedules repairs or service with City staff or contractors, as needed; inspects complete repair work; and ensures compliance with policies and work quality.

Coordinates maintenance and repair of

assigned motorized vehicles, fire apparatus, and personal protective equipment: reviews and monitors maintenance schedules; tests equipment; troubleshoots problems; completes repairs or schedules equipment for maintenance and repair with City staff or contractors, as appropriate; and ensures completion of all maintenance and repair activities in compliance with safety and quality standards.

Communicates with supervisor, subordinates, other City employees, vendors, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, invoices, payments, reconciliation requests, fleet status, maintenance records and reports, purchase requisitions, bids, budget reports, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates or uses various machinery, equipment, power tools, hand tools, and supplies to complete work assignments, including a motor vehicle.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High school diploma or GED required, with vocational or technical training in heavy equipment mechanics, building trades, supply chain management, or a related field; supplemented by five years of experience in maintenance and repair of heavy equipment or fire apparatus, facilities maintenance, inventory management, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina Commercial Driver's License (CDL) including appropriate endorsement(s). Must possess and maintain Firefighter I certification.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor depth, texture and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, fumes, temperature and noise extremes, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, bright/dim lights, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.