# ASHEVILLE, NORTH CAROLINA

**Classification Specification**

## Logistics Technician
## Job Code: 2070
## FLSA: Non-Exempt

## Purpose of Classification:

The purpose of this classification is to perform a variety of routine maintenance and light repair of Fire Department equipment, vehicles, and buildings, and to maintain inventory of department 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.*

Receives and prioritizes work orders: determines priority of maintenance and repair requests; determines amount of materials needed to complete assigned projects; gathers equipment, tools, parts, and supplies; ensures adherence to established safety procedures; and monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Performs inspections of emergency vehicles and equipment: tests equipment to check for malfunctions; inspects and tests all vehicle systems; utilizes diagnostic tools; determines corrective measures to be applied; completes or revises work order for repairs; pulls or orders required parts; coordinates with Fleet Division regarding complex repairs; and maintains related documentation.

Performs scheduled preventive maintenance and other routine repairs for emergency vehicles and equipment:

changes oil, hydraulic fluid, air filters, fuel filters, and other expendables as required; inspects and/or replaces seals, hoses, and tires for wear or damage; gathers information from operator reports, equipment manuals, and fault codes; troubleshoots and diagnoses problems; identifies items and systems needing repair; completes required repairs; and ensures equipment operation and performance is within specified limits.

Maintains, tests, and repairs department equipment, including but not limited to ladders, nozzles, hoses, valves, couplings, rescue tools, lawn mowers, chain saws, power fans, etc.; troubleshoots and identifies problems or needed repairs; completes routine repairs; and coordinates complex repairs with vendors.

Performs general maintenance and repair work on department buildings, grounds, and related facilities: performs semi-skilled manual work involving building maintenance, plumbing, electrical, carpentry, painting and drywall, or other maintenance and repair projects; troubleshoots problems; installs, repairs, or replaces plumbing and electrical components; paints interior and exterior surfaces; removes, repairs, and replaces floor/ceiling tile; installs, adjusts, repairs, and lubricates doors and hardware; replaces windows, doors, and glass panes; and performs related maintenance and repair activities.

Maintains inventories of facilities and maintenance equipment and supplies: monitors inventory levels; ensures availability of adequate supplies to complete work activities and for station operations; prepares purchase requisitions for needed materials, equipment, and supplies; and receives, delivers, and stores incoming supply shipments.

Communicates with supervisor, 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, invoices, station check 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.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, 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; supplemented by two years of experience in building, equipment, and vehicle maintenance and repair; 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 Class B Commercial Driver's License (CDL) including appropriate endorsement(s).

**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 provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization**: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

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

**Mathematical Aptitude**: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**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 regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 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.*