

# **FORT BEND COUNTY ESD 7**



## **Now Hiring: Logistics Support Assistant**

### ***POSITION OVERVIEW:***

The ideal candidate will be detail-oriented, highly organized, and capable of working independently with minimal supervision. This individual should also be a strong team contributor who can effectively support fire operations. A fire service background is preferred.

### ***COMPENSATION & BENEFITS:***

- Salary: \$55,000 annually
- TCDRS retirement benefits
- Supplemental benefits included
- Health insurance fully paid (100%)

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**FORT BEND COUNTY ESD #7  
Fresno Fire & Rescue**

**Job Description**

<b>JOB TITLE:</b> Logistics Support Assistant	
<b>DEPARTMENT:</b> Administration	<b>FLSA:</b> Hourly
<b>REPORTS TO:</b> Logistics Captain	<b>EFFECTIVE DATE:</b>
<b>AUTHORIZED BY:</b>	

**SUMMARY**

This position is under the direction and reports directly to the Logistics Captain. This position is responsible for assisting with Fire suppression and duty vehicle maintenance, equipment repair and maintenance testing programs, and is responsible for assisting with uniform and gear replacement for all personnel. This position is responsible for assisting with fire station supplies, departmental stock as well as assisting with EMS supplies and for building and grounds services. In addition, this position is responsible for assisting and/or performing fire station maintenance and repairs.

**DUTIES AND RESPONSIBILITIES**

The individual must be able to perform each essential duty satisfactorily. Duties listed are intended as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assist with the maintenance and repair of fire apparatus and other district owned vehicles.
- Assist with scheduling annual equipment testing for ladders.
- Assist with maintenance for departmental vehicles, equipment, and buildings.
- Assist with testing for fire pumps, structural fire gear, and face-piece fit testing.
- Inspects equipment and performs maintenance as needed; ensures that apparatus is properly equipped and ready to respond to emergency situations.
- Perform and maintain inventory control of safety supplies and uniforms turnout gear etc.
- Perform and assist with inventory control of EMS supplies.
- Keep inventory of firefighting equipment and safety supplies utilizing inventory management programs.
- Assist with purchasing fuel for fuel tanks at the fire stations and schedule maintenance as required.
- Acts on maintenance schedules relating to the general repair of fire equipment.
- Enters data pertaining to the testing results of fire equipment and safety supplies into the computer programs designated.
- Assist with the coordination of the distribution of uniforms (work and dress) and firefighting PPE and maintain database of PPE according to NFPA.
- Assist with the coordination of the yearly testing of SCBA.
- Assist with the coordination of the repairs of firefighting equipment.
- Carry out responsibilities in accordance with the organization's policies and procedures and standards.

- Performs special projects to assist the logistics division with goals and objectives.
- Promote a positive attitude among department personnel and other contacts.

### **JOB REQUIREMENTS & RESPONSIBILITIES**

Requirements listed below are representative of the knowledge, skill and or ability required such as:

- Establish and maintain cooperative working relationships with others and maintain a positive team environment.
- Deal effectively with managers, other employees, and the general public in difficult situations.
- Respond to inquiries, complaints and requests for service in a fair and professional manner.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Communicate clearly and concisely, in English both orally and in writing.

### **EDUCATION/KNOWLEDGE AND QUALIFICATIONS**

#### **Required:**

- High School Diploma/GED
- Experience sufficient to understand the work of subordinate positions
- Be able to answer questions, solve problems, work independently and work under supervision
- Possess a valid Texas Driver License
- 2 + years of warehouse and inventory experience
- Knowledge and level of competency associated with completed training in the field of work

#### **Preferred:**

- Associate degree or higher
- 2+ years of fire/rescue experience

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

*While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands and fingers, handle or feel; reach with hands and arms, climb or balance, stoop, kneel, crouch and crawl and while talking or listening to verbal communication and sounds. The employee must regularly lift and/or move up to 80 pounds, up to 150 pounds with assistance/lifting equipment on a highly frequent basis and/or assuming awkward positions for long periods of time. Specific vision abilities required by this job include peripheral vision, depth perception and ability to adjust and/or focus.*

**The duties listed above are intended to illustrate the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.**

**This job description does not constitute an employment agreement between the District and the employee. The job description is subject to change at the discretion of the District.**