

FIRE DEPARTMENT
SANTA CLARA COUNTY

SUPPLY SERVICES SPECIALIST I/II

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

The class series differs in the scope of responsibilities and complexity of the assignment.

The Supply Services Specialist I is the entry-level classification for this job series. The incumbent will initially perform assigned duties and tasks under immediate supervision, while learning related policies and procedures. This classification is distinguished from the higher level Supply Services Specialist II by the performance and range of work required of the latter classification.

The Supply Services Specialist II classification is a journey-level position with lead responsibilities over the Supply Services Specialist I classification. Incumbents are expected to independently work the full scope of duties defined in this document.

Positions in this class series are flexibly staffed and may be filled by advancement from the Supply Services Specialist I level once the incumbent meets the qualification standards of the Supply Services Specialist II level, can demonstrate the ability to consistently perform the full scope of work and meet performance expectations, and recommended for reclassification to Supply Services Specialist II classification by the Deputy Chief of Support Services and approval of the Fire Chief.

The classifications are Fair Labor Standards Act non-exempt, represented positions in the Classified Service.

EXAMPLES OF DUTIES

Supply Services Specialist I:

Duties may include, but are not limited to the following:

- Order tools and supplies; write purchase orders and place orders.
- Operate Department vehicles to deliver and pick-up small 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.

EXAMPLES OF DUTIES: (Supply Services Specialist I - continued)

- Receive goods from vendors and check for proper quality, quantity, condition and price.
- Sort and place Department inventory in storage areas, shelves or bins as required.
- Review Department inventory to ensure reasonable inventory limits.
- Work with vendors regarding back orders and order discrepancies, and with the Department's Business Services unit regarding payments when needed.
- Maintain accurate records.
- Correspondence with internal and external customers.
- Process station monthly supply orders.
- Gather information for minor 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.
- Custodial duties i.e. replace water cooler bottles and take recycle out to bins.
- Courier to/ from offsite locations i.e. Santa Clara County facilities and the post office.
- Order forms used by the Department; work with printer and division personnel ensure accuracy of the information prior to printing.
- Revise monthly supply order form as necessary and distribute to stations.
- Perform related duties as assigned.

Supply Services Specialist II

In addition to the example of duties listed for Supply Services Specialist I:

- Maintain security of equipment, tools and supplies.
- Maintain warehouse and distribution standards and procedures.
- Serve as a lead to the Supply Services Specialist I position.

EMPLOYMENT STANDARDS

Education and Experience:

Supply Services Specialist I: Graduation from high school, passing of the General Education Development (GED) test or an equivalent certificate, and one year of full time experience performing general warehousing duties including delivery of supplies to a variety of locations.

Education and Experience: (continued)

Supply Services Specialist II: Graduation from high school, passing of the General Education Development (GED) test or an equivalent certificate, and three years of full time experience performing general warehousing duties including delivery of supplies to a variety of locations.

Highly Desirable: 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.
- Computer and computer software applications related to office and support work such as Microsoft Word and Excel. General warehousing duties and procedures, including delivery of supplies to various locations.
- Safety principles and practices in the warehouse environment.
- Safe driving practices.
- Supply sources and pricing standards.
- Office methods, practices and procedures.
- Standard office equipment.
- Correct English usage, spelling, grammar and punctuation.
- Basic math.

Ability To:

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include climbing, stooping, stretching, walking, lifting, pulling, pushing, reaching, crawling, standing, or sitting for extended periods of time.
- Establish and maintain cooperative, working relationships with those contacted in the course of work.
- Follow verbal and written instructions.
- Maintain accurate records.
- Gather, organize, analyze and present a variety of data and information.
- Make mathematical calculations quickly and accurately.

Ability To: (continued)

- Determine priorities based on division needs and work with short deadlines.
- Operate a computer and appropriate computer software.
- Use office equipment including computers, telephones, calculators, copiers and fax machine.
- Deal tactfully and courteously with vendors, Department staff and the general public.
- Maintain effective verbal and written communication with vendors, Department staff, and the general public.
- Work independently with minimum supervision and provide work direction and training to less experienced staff.
- Drive Department vehicles.

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.

Required License: Possession of a valid state of California driver's license and must maintain a safe driving record.

Pre-Employment Requirements: The candidate will be required to complete and pass a background check and Live Scan fingerprint, and complete a medical examination.