



# Timber Mesa Fire and Medical District

## Position Posting Logistical/Support Services Assistant

### *A UNIQUE OPPORTUNITY!*

The Timber Mesa Fire and Medical District invites applications for the position of Logistics/Support Services Assistant. This is a great opportunity to become a valuable fire district team member serving the communities of Lakeside, Show Low and Linden. Located in the beautiful White Mountains in eastern Arizona, the TMFMD is dedicated to consistently provide superior emergency fire/medical, safety and education services for our customers spanning a 200+ square mile area.

### *AN OVERVIEW OF THE JOB*

The Logistics/Support Services Assistant reports to the Support Services Supervisor, and maintains inventory/supplies, coordinates facility maintenance, performs minor facility maintenance repairs, and provides delivery of supplies/equipment throughout the District.

This is a full-time, 40 hours per week position. Starting hourly wage is \$13.98. Benefits include comprehensive medical/dental/vision insurance, Arizona State Retirement, paid time off (PTO), Earned Paid Sick Time, long term disability insurance, life insurance, educational assistance, uniform allowance, and access to the district's employee assistance program.

### *THE IDEAL CANDIDATE*

The ideal candidate for the position of Logistics/Support Services Assistant will have experience in inventory control/warehouse operations involving a wide variety of materials, equipment, tools and supplies. In addition, have experience in basic equipment and facility maintenance. The candidate must have the ability to work independently, communicate effectively and work collaboratively with other District personnel and members of the public.

### *THE APPLICATION PROCEDURE*

Interested applicants must submit a cover letter, resume, and completed application form to:

Timber Mesa Fire and Medical District  
Attn: Jo Baird  
3561 E. Deuce of Clubs  
Show Low, AZ 85901  
Fax: 928-368-5643 or Email: [jbaird@timbermesafire.org](mailto:jbaird@timbermesafire.org)  
Application can be found at [www.timbermesafire.org](http://www.timbermesafire.org)

Closing date/time for submission of the required application documents is **November 2nd, 2018 by 4:00 p.m.** Applications received after the deadline **shall not** be considered.

Those applicants whose qualifications are deemed best suited for the position will be contacted for an oral interview and basic skills assessment. Applicants will be subject to post-offer, pre-employment drug screening and criminal background review.

**TIMBER MESA FIRE MEDICAL DISTRICT  
JOB DESCRIPTION**

***LOGISTICS / SUPPORT SERVICES ASSISTANT***

**GENERAL SUMMARY:**

Under the direction of the Support Services Supervisor, maintains inventory/supplies, coordinates facility maintenance, performs minor facility maintenance repairs, and provides delivery of supplies/equipment throughout the District.

**SUPERVISION:**

This person works under the direct supervision of the Support Services Supervisor.

**SUPERVISORY RESPONSIBILITIES:**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Maintains appropriate stock inventory level of supplies (hose, fire equipment, janitorial supplies, office supplies, personal protective equipment, uniform items, etc.).
- Completes annual stock inventory.
- Generates requests for stock supplies.
- Receives and processes incoming supplies.
- Assists with the ordering of supplies and equipment.
- Issues office supplies, janitorial supplies, building maintenance supplies, stock uniform items, personal protective equipment, and fire equipment.
- Delivers supplies, tools and equipment to the field.
- Maintains records for all issued supplies and equipment.
- Processes minor and emergency building maintenance requests.
- Performs minor equipment/facility repairs.
- Coordinates the outsourcing of facility or equipment repairs.
- Operates an automobile or truck to transport mail, books, supplies, equipment, materials and personnel to designated field facilities.
- Picks up items from designated field facilities for immediate or future delivery.
- Provides back up support for answering phones and handling miscellaneous administrative/clerical duties.
- Prepares paperwork and reports accurately and in a timely manner, including but not limited to inventory control reports, supply requisitions, etc.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Interacts with the public in a positive manner that exemplifies the Fire District's mission.
- Maintains positive working relationships with employees, supervisors, and members of the public.

**MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

▪ **EDUCATION AND/OR EXPERIENCE:**

- High school diploma or general education degree (GED)
- Experience in inventory control/warehouse operations involving a wide variety of materials, equipment, tools, and supplies
- Experience in basic equipment or facility maintenance

▪ **KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of:
  - Modern inventory/warehouse methods and practices
  - Variety of supplies, tools, equipment and related terminology
  - Basic computerized inventory control systems, including its uses, capabilities and limitations
  - Basic equipment/facility maintenance
  - District station and facility locations
- Ability to:
  - demonstrate strong and effective communication skills, both orally and in writing, with vendors, employees, or the public, either face-to-face or via telephone
  - maintain effective working relationships with fellow employees and the general public
  - read, write, understand, and follow verbal instructions
  - read, comprehend and make inferences from written material including computerized data of inventory management reports
  - work in a variety of weather conditions with exposure to the outdoor elements
  - operate a motor vehicle for purposes of delivery of equipment/supplies

▪ **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid State of Arizona driver's license

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl; talk, hear; taste, and smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds and occasionally lift

and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, high, precarious places, fumes and airborne particles, outside weather conditions. The noise level in the work environment is usually moderate.

*The duties listed above are intended only as illustrations 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. The job description does not constitute an employment agreement between the District and employee and is subject to change by the District as the needs of the District and requirements of the job change.*