



CLASS SPECIFICATION

Class Code: 19626
Date Est: 10/2024
Last Rev: 09/2026
Last Title Chg:
FLSA: Non-exempt
Probation: 12 Months

LOGISTICS SUPPLY SPECIALIST

DEFINITION

Under direct supervision, provides logistical, storekeeping, inventory control, receiving, stocking, and distribution duties involving fire, EMS, PPE, station, and other materials, supplies and equipment associated with District functions; provides routine facility support services, monitors stock levels, storage conditions, expiration dates and replenishment needs; performs or arranges laundering, decontamination, maintenance and repair of Personal Protective Equipment (PPE) as necessary; responds to emergencies as directed to provide logistical support; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

One year of full-time experience in a stockroom, warehouse, or other related position which involved purchasing, receiving, disbursing, and accounting for a variety of equipment and supplies, including fire, EMS, medical, safety or other operational supplies; OR an equivalent combination of related training and experience.

LICENSE OR CERTIFICATE

Required at time of application:

- A valid driver's license.

Required at time specified below:

- A valid Nevada Class "C" Driver's License with "F" endorsement within three (3) months of appointment.
- ICS 100, 200, 700, and 800 certifications within six (6) months of appointment.
- NWCG S-130 Basic Wildland Firefighter within six (6) months of appointment.
- NWCG S-190 Introduction to Fire Behavior within six (6) months of appointment.
- L-180 Human Factors in the Wildland Fire Service within six (6) months of appointment.
- Forklift certification within one (1) year of appointment.
- A valid Class "B" Commercial Driver's License with "N" endorsement within three (3) years of appointment.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

- Order, receive, inspect, stock, distribute, and maintain inventory of fire, EMS, rescue, PPE, station, and other operational supplies and equipment; monitor stock levels and coordinate replenishment to maintain operational readiness.
- Monitor applicable supplies and equipment for expiration dates, recalls, lot numbers, service-life requirements, storage requirements, and product condition; rotate stock and remove expired, recalled, damaged, or otherwise unusable items in accordance with established procedures.
- Review and monitor facility work requests through the Checkit system; assign work orders to appropriate staff or vendors; coordinate with vendors regarding service needs and completion of work; and perform minor, routine facility maintenance tasks that do not require specialized trade skills, licensing, or technical expertise.
- Perform general housekeeping and storeroom organization duties in a warehouse setting.
- Deliver requisitioned materials to various sites and pick up special and/or rush orders from local vendors, as

necessary.

- Obtain requested item(s) or appropriate substitute from stock on hand or through special order.
- Assist District in determining efficiencies in placing of orders for stock and special items.
- Receive, generate, and sign requisitions for materials, parts, supplies, and equipment.
- Initiate, update, and maintain a variety of manual and automated files and records; maintain control files on matters in progress and update resource materials.
- Coordinate with financial management staff to ensure accountability of all equipment and inventory.
- Assist with the training of personnel in the proper use of new equipment and chemicals purchased for use in TMFPD facilities.
- Drive fire department apparatus for the purpose of relocating or pick up/delivery from repair vendors.
- Have knowledge of the operation of specialized equipment such as chain saws, portable pumps, hydraulic rescue equipment to assist with repair diagnosis.
- Communicate via radio and cell phone as necessary.
- Launder and decontaminate equipment and clothing.
- Perform related duties and responsibilities as assigned.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

- Organizational structure related to activities and functions of the Truckee Meadows Fire Protection District, and its cooperating agencies.
- Policies and procedures of the County Purchasing Department and the TMFPD.
- District procedures and practices related to facility work requests, work-order coordination, and use of outside vendors for routine facility service needs.
- District procedures and inventory-control practices applicable to the receipt, storage, distribution, accountability, and disposal of fire, EMS, rescue, PPE, and other operational supplies and equipment, including stock rotation, expiration-date monitoring, lot tracking, recalls, storage conditions, service-life requirements, and maintenance of appropriate inventory levels.
- District procedures and practices related to facility work requests, work-order coordination, and use of outside vendors for routine facility service needs.
- District practices and NFPA standards relating to maintenance of personal protective equipment.
- Terms, acronyms, laws, rules and regulations pertinent to the position and the District.
- Fireground and Incident Command System terminology required to communicate with other staff.
- Occupational hazards and standard safety practices, including the safe and appropriate use of common hand and power tools for minor, routine facility maintenance tasks.
- Principles and procedures of record keeping and filing.
- Business correspondence and report preparation.
- Data entry and verification procedures.

Ability to:

- Maintain accurate inventory and distribution records for fire, EMS, rescue, PPE, and other operational supplies and equipment, and identify anticipated shortages, expiration concerns, replacement needs, and replenishment requirements.
- Organize, store, rotate, issue, and distribute supplies and equipment in a manner that supports operational readiness and complies with established storage, handling, and accountability requirements.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Understand the organization and operation of both the District and outside agencies as necessary to assume assigned responsibilities.

- Review, assign, track, and coordinate facility work orders and communicate effectively with staff and outside vendors regarding service needs and completion of work.
- Read, interpret, and apply pertinent laws, codes, and regulations, including administrative and departmental policies and procedures.
- Operate a variety of warehouse equipment to include pallet jacks, dollies, carts, and forklifts.
- Operate off-highway vehicles and equipment to include snow blowers, hand tools, power tools, and gas-powered small engines, and safely use appropriate tools to perform minor, routine facility maintenance tasks.
- Connect to appropriate vehicles and tow trailers on various roadways.
- Operate a multi-band two-way radio using proper terminology.
- Communicate clearly and concisely, both orally and in writing.
- Effectively prioritize multitask multiple projects, assignments, work orders, and service requests.
- Ability to gather, organize and analyze information.
- Work independently with minimal supervision.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

- Basic inventory-control and warehousing practices and procedures, including the safe handling, storage, distribution, stock rotation, and expiration-date monitoring of fire, EMS, rescue, PPE, and other operational supplies and equipment.
- Basic level of purchasing practices and procedures.
- Inventory control and warehousing practices and procedures.
- Basic mathematics.
- Safe operation of equipment and small tools.
- Some knowledge of computer software programs.
- Grammar, punctuation, spelling and proper English usage.
- Standard office procedures, practices, and methods.

Ability to:

- Accurately identify, inventory, stock, rotate, issue, and distribute fire, EMS, rescue, PPE, and related operational supplies and equipment according to established procedures.
- Read and follow manufacturer information, product labels, expiration dates, storage instructions, service-life information, and District procedures related to operational supplies and equipment.
- Use a telephone, calculators, copiers, computer and various reporting programs to complete job related duties.
- Operate equipment and tools in a safe manner.
- Operate modern office equipment, including computer equipment.
- Operate a radio.
- Read and comprehend product catalogs.
- Prepare and maintain accurate and complete records.
- Understand and follow oral and written instructions.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

- Ability to frequently sit, stand, walk, kneel, stoop, twist, climb, lift 50 lbs., drive to different sites and locations; tolerate exposure to the outdoors, chemicals, and mechanical hazards.
- Work hours will normally involve a 40-hour work week; however, the position may be required to work varied schedules, including evenings, weekends, holidays, and after-hours events as assigned.
- Be available for callback after hours to assist at large-scale emergency incidents.
- Must possess sufficient hearing ability to discern voice transmissions and alarms.

- Must be able to distinguish between colors.
- Applicants will be required to undergo a background investigation prior to appointment.
- Licenses, certifications and qualifications are required to be kept current and maintained for continued employment.
- All TMFPD employees are considered disaster services employees when ordered to assist during a disaster.

This class specification is the official and controlling description for this classification and supersedes all prior versions and is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.