

SECONDARY FUNCTIONS:

17. Explains to residents and businesses the functions of department services and activities.
18. Assists at emergency sites when necessary.
19. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Theories, principles and practices of modern supervision.
Policies and procedures relating to area of assignment.
General fire procedures pertaining to fire service materials, equipment and supplies.
Practices and procedures of establishing inventories and warehousing.
Warehouse safety for storing equipment and supplies.
Principles of customer service.

Skill in:

The proper handling and storage of hospital equipment and supplies.
Operating computers.

Ability to:

Safeguard and transport hospital equipment and supplies.
Make budget and cost determination.
Organize and track a large varied inventory.
Maintain accurate logs and records using computerized equipment.
Complete periodic status reports and prepare related reports.
Establish and maintain effective working relationships with other employees and the public.

WORKING CONDITIONS:

Some heavy lifting and climbing ladders is required.
Safety precautions must be observed while handling hospital supplies and equipment.

MINIMUM QUALIFICATIONS:

Supplemental technical courses in a related field, preferably fire science, parks maintenance or recreation and three years of equipment maintenance, repairs, buying, and warehousing; including one year of supervisory experience.
Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale Substance Abuse policy.

Possession of a valid Arizona driver's license.

Certification for repair and operation of self-contained breathing apparatus fire tools, equipment preferred.

May be subject to rotating shifts and callback.