



City of Irving Job Description

Fire Property Coordinator

FLSA Status:	Non-Exempt	Job Department:	Fire
Job Code:	J282	Reports To (Job Title):	EMS Battalion Chief

PURPOSE

To plan, organize, manage, and perform the daily operations of the Fire Department property function and to ensure materials are received, stored, and distributed in accordance with sound legal, fiscal, and customer service principles.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Prepare, coordinate, and monitor unit budget, which includes outlining short- and long-range needs of the unit as a part of the overall budgeting process.
- Ensure the property function is well-staffed, which includes determining staffing needs and best use of light duty personnel and interviewing, training, supervising, and evaluating staff.
- Oversee receiving and management of inventory, including medications, uniforms, vehicles, and other fire safety and emergency medical services equipment and tools.
- Initiate, process, and monitor purchasing activities to ensure adequate inventory levels, which includes writing bid specifications, evaluating bid returns, and ensuring bid process compliance with applicable policies and laws.
- Receive, verify, store, and dispose of large amounts of controlled and non-controlled medications, which includes preparing regulatory reports and ensuring medications are handled in accordance with state and federal laws and with City policies and procedures.
- Research and test products for development of specifications.
- Serve as City Property Manager for State of Texas First Responder grants, which includes tracking, issuing, and distributing goods and maintaining constant availability for inspection.
- Continuously develop and implement process to ensure that cleaning and repair of equipment and gear meets state and federal laws.
- Oversee work of light duty firefighters assigned to Property Unit.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Coordinate with the Emergency Management Coordinator for receiving and tracking grant materials.
- May be required to operate a forklift.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 1 employee.

FINANCIAL / BUDGETARY RESPONSIBILITY

Fire Property and EMS related expenditures.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of 12th grade.

EXPERIENCE

- At least three (3) years of related experience, including one (1) year of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid Texas driver's license, or the ability to obtain one, is required.

KNOWLEDGE OF

- Medication Possession Regulations: Laws, policies, regulations, databases, and schedules for purchasing, distributing, tracking, and destroying controlled and non-controlled medications.
- Fire Safety and Emergency Medical Service Equipment: Names, uses, and parameters of commonly used fire safety and emergency medical service equipment including vehicles.
- Budget Management: Developing plans & budgets; comparing them against actual activity.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Office Systems: Administrative / clerical procedures and systems such as word-processing systems, filing & records management systems, as well as office terminology.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation & discipline.

SKILLS AND ABILITIES IN

- Mechanical/Technical: Safely operating diverse equipment, including office computer, copier, and scientific measurement equipment.
- Service Orientation: Actively looking for ways to help people.
- System Perception: Discerning when important changes have occurred or will in a system.
- Systems Analysis: Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Speech Recognition: Identifying and understanding the speech of another person.

GUIDANCE RECEIVED

General Instructions and Established Precedent/Procedures

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

CONTACTS

Internal and external customers, other agencies, and vendors.

EQUIPMENT AND PROPERTY

Office equipment, City vehicles, various warehouse type equipment and tools, both electric and manual.

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.*

The employee constantly is required to grasp, handle, feel, listen, reach, see, and/or talk. Frequently, s/he is required to carry, drive a vehicle, kneel, lift up to 100 pounds, sit, stand, stoop, and/or walk. S/he occasionally is required to balance. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment usually is moderate. The employee may be exposed to blood-borne pathogens, a dirty environment, extreme temperatures, air contamination, moving mechanical parts, noise, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.