



City of Irving Job Description

Property Technician

FLSA Status:	Non-Exempt	Job Department:	Fire
Job Code:	33392	Reports To (Job Title):	Fire Property Coordinator

PURPOSE

To perform a variety of technical duties in the purchasing, receiving, retention, and disposition of property and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Process supply requests from stations and other IFD divisions, including verifying items, quantities, and on-hand stock.
- Coordinate procurement of contracted and non-contracted items, including issuing requisitions and purchasing orders, verifying receipts, and receiving and delivering items.
- Coordinate the cleaning, repair, and scheduling of pick-up and delivery of bunker gear as required by state law.
- Inventory, stock, and maintain two property rooms, including on-demand pick-up and delivery of emergency equipment.
- Issue uniforms, bunker gear, personal protective equipment, medical/pharmaceutical supplies, fire safety equipment, and tools to IFD personnel.
- Maintain preventive and regular maintenance schedules for property division vehicles.
- Perform minor repairs on equipment.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Prepare equipment and materials for donation.
- May be required to operate a forklift.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

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

- A minimum of two years of related 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.
- Municipal Purchasing: laws and procedures for municipal real property purchasing.
- English Language: the structure and content of the English language, including the meaning of words and grammar.
- Office Systems: Administrative and clerical procedures and systems such as word-processing systems, filing and records management systems, and other office procedures and terminology.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.

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 likely will in a system.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Direction and Instructional Comprehension: Interpreting and carrying out a variety of instructions furnished in written, oral, diagram, or schedule form.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- 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.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.

GUIDANCE RECEIVED

On-going Instructions and Range of Procedures

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

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 carry, grasp, handle, feel, listen, see, smell, and/or stand. Frequently, s/he is required to balance, climb, drive a vehicle, kneel, lift up to 50 pounds, pull, push, reach, sit, stoop, talk, and/or walk. S/he occasionally is required to lift more than 100 pounds. 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. While performing this job, the employee may be exposed to blood-borne pathogens, 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.