

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 744

LOGISTICS MANAGER

GENERAL

This is a mid-level management position responsible for supervising, monitoring, and coordinating the procurement, storage, inventory, and distribution of the fire department's supplies and equipment. This position also includes responsibility for the operation of the department's warehouse facility, coordination of fire fleet maintenance and repairs, and supervision of a small number of logistics personnel assigned to clerical and material handling duties.

The Logistics Division consolidates the functions of fixed facility and motor fleet maintenance, equipment and supply allocation, as well as procurement and research to facilitate efficient and effective utilization of fire department resources. The goal of this division is to provide quality equipment, services, and facilities to the firefighters of Pompano Beach Fire Rescue in a controlled and expedient manner.

The division administers the inventory and supply distribution network to meet the daily and mission critical needs of Pompano Beach Fire Rescue. This includes everything from fire apparatus and hoses to office and janitorial supplies, station furnishings, fire tools and appliances, equipment, emergency medical supplies, fitness equipment, uniforms, and protective clothing. Finally, this position must provide excellent customer service to the fire department's internal customers, other City departments, and vendors.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Oversees the fire department's supply system that includes the procurement, storage, inventory, and distribution of all equipment and supplies.
- Supervises the operations of the fire department warehouse.
- Coordinates the maintenance and repair of fire apparatus and fleet vehicles with the City Garage.
- Develops and maintains acceptable purchase order and inventory accounting systems.
- Supervises and coordinates all requests for fire facility repairs and maintenance. This includes working with the City Building Maintenance Division, as well as outside vendors and contractors.
- Develops and maintains appropriate division-related records accurately and efficiently.
- Insures quality control of maintenance and repair work, purchased supplies, and equipment.
- Assists in the development of specifications for the purchase of capital equipment.

- Supervises and/or coordinates the maintenance, repair, and availability of all safety equipment, including self contained breathing apparatus (SCBA), bunker gear, firefighting footwear, etc.
- Supervises and evaluates personnel assigned to the logistics division and insures their efficient productivity.
- Assists in developing logistics-related contracts and agreements.
- Assists in the annual fire department budget development, as well as monitoring budget account balances and expenditures related to logistics.
- Assures availability and reliability of logistics functions during times of natural or manmade disasters or large scale emergencies. Establishes and maintains plans, procedures, and contracts to assure uninterrupted operations.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge in the operation of a warehouse, including maintaining inventories, stock amounts, and the distribution of supplies and equipment to multiple facilities.
- Considerable knowledge of the methods and management as applied to the maintenance and repair of fire apparatus and vehicles.
- Ability to use computer programs including Microsoft Office, records management programs, and network applications.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, apparatus and equipment user guides, and government regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from managers, fire personnel, vendors, and other City department representatives.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area and volume.
- Ability to solve practical problems and deal with a variety of issues regarding building, vehicle, and equipment maintenance.
- Ability to prioritize workload based on the needs of requesting department members or staff.
- Ability to effectively supervise skilled and unskilled employees
- Ability to take a teamwork approach to the job by cooperating with others, offering help when needed, and considering the larger organization and team goals rather than individual concerns.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Graduate of an accredited college or university with major course work in logistics, transportation, business administration, public administration or closely related field. Knowledge of modern principles, practices, and procedures of firefighting vehicles, equipment and apparatus. Considerable experience in warehouse operations and automotive repair. A working knowledge of building construction components and methods is preferred. Must be computer literate and have a working knowledge in the use of Microsoft Office.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent heavy lifting up to 50 lbs. and occasionally up to 100 lbs., climbing, kneeling, crouching, balancing, reaching, standing, walking, pushing, pulling, and grasping. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. Ability to climb on and under equipment to inspect work or to check out problems. Ability to drive a vehicle and tolerate moderate noise levels.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate Florida Driver's License and have an acceptable driving record.

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

Rev 12/16

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 28/50

Location: Fire Department

GERS: Regular: Regular Class