

JOB AND CLASS DESCRIPTION

VALLEY REGIONAL FIRE AUTHORITY



JOB TITLE		AFFECTED DEPARTMENT(S)	
Logistics Assistant		Support Services	
LAST REVISED	PAGE	PAY GRADE	AFFILIATION
10/20/22	1 of 3	\$23 – \$26.63 hourly	Non-Affiliated

NATURE OF WORK

The Valley Regional Fire Authority (VRFA) is looking for a detail-oriented Logistics Assistant to support the day-to-day operations of the fire department. The Logistics Assistant will be responsible for receiving and unpacking parcels, completing relevant documentation, and delivering the parcel, equipment, and supplies. Maintaining inventory, organizing, and keeping the warehouse clean and orderly are also responsibilities of this position.

The VRFA is a public service fire department serving community members at a high level of care and professionalism. We are looking for a responsible person to fill the position who has a good work ethic, is well organized, can work with both minimal supervision and as part of a team, and is friendly and trustworthy.

This is a non-represented, non-exempt, part-time position with responsibility for fire department logistical support. The Logistics Assistant contributes to the success of the organization by providing support and assistance to meet the organization's goals and objectives.

ESSENTIAL FUNCTIONS

- Receiving and verifying deliveries to ensure that the correct amount and type of stock has been delivered.
- Unpacking, organizing, and storing items.
- Ensuring that the facility remains clean, sanitary, and well organized.
- Ability to lift and move packages and equipment, sometimes in excess of 30 pounds.
- Ability to unload, sort, stock, and pack supplies and equipment in preparation for transport.
- Transporting and delivering supplies and equipment between fire department facilities and occasionally to/from vendors.
- Verifying, reviewing, and reconciling documents and reports about inventory.

- Reporting lost or damaged supplies and equipment to supervisor.
- Ability to be forward thinking and customer-service-minded.
- Performing other related duties as assigned by supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES

- Represent the VRFA at all times with a high standard of professionalism and friendliness.
- Ability to exercise sound and ethical judgment in the decision-making process.
- Ability to maintain professional composure, tact, patience, and courtesy at all times.
- Self-starter, able to work independently and as part of a team.
- Ability to multi-task, complete tasks on time to meet deadlines, and produce quality and detail-oriented work.
- Works effectively under pressure and with frequent interruptions.
- Articulately communicates verbally and in writing.
- Ability to prioritize tasks and complete work and projects in a thorough and timely manner.
- Position requires a high level of organization, attention to detail, and proficient computer skills.
- Understands and follows directions from supervisor, posted work rules, policies, and procedures.
- Regular, reliable, and punctual attendance.
- Shows initiative in performing job functions.
- Performs related work as assigned.

HIGHLY DESIREABLE ATTRIBUTES

- Prior experience as a Logistics Assistant or other warehouse position.
- Sound knowledge of shipping processes and metrics.
- Forklift certification.
- Proficiency with inventory and asset management software such as Operative IQ.

WORKING CONDITIONS

Work is performed in an office environment, a warehouse, and fire stations. Work will also involve driving fire department vehicles between fire stations and to/from some private businesses.

Logistics Assistant duties include working in an environment that alters between autonomy and teamwork. The majority of the work is performed indoors in various fire department facilities and in a vehicle while traveling between facilities.

The employee is required to sit, talk, and hear; frequently required to use hands-to-finger, feel or handle writing utensils, computers, and office supplies, which require repetitive arm, wrist, and hand movement. Frequently required to stand and reach with arms and hands, climb, balance, stoop, kneel, crouch, bend, or crawl. Specific vision abilities include close, distant, color, and peripheral vision, depth perception, and to adjust focus. Physical demands include the ability to lift moderate loads in excess of 30 pounds at times.

REPORTING RELATIONSHIPS

The employee will work under the oversight of the Support Services section and report directly to the Logistics Captain. The functions of the position are accomplished within the framework of established VRFA policies and procedures. Matters/questions of policy and/or policy interpretation are generally referred to the supervisor.

REQUIRED EDUCATION AND EXPERIENCE

High school diploma or equivalent

REQUIRED LICENSES

Possess and retain a valid state driver's license without impending loss at the time of appointment.

Possess or have the ability to obtain a forklift certification within 3 months of hire.

ADDITIONAL

Successfully pass the required background check.

Must be fully vaccinated against COVID-19

ACKNOWLEDGEMENTS

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Candidates will need to successfully pass the required background check.