



The City Beautiful

City of Coral Gables Job Description

Job Title: Fire Support Services Coordinator II
Department: Fire
Classification: 5107
Pay grade: 17C
FLSA: Non-Exempt

Prepared Date: 9/09
Approved By: Walter Reed
Approved By: Marjorie H. Adler

Summary

Provides technical and clerical support to the Fire Department staff.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Inspects firefighter/rescue equipment and department facilities to determine need for repairs or replacements. Makes minor repairs, orders replacements, or coordinates repair services. Coordinates the repairs and required preventative maintenance for fire apparatus and rescue vehicles.

Orders and issues hydrant maintenance tools and equipment.

Assists with the development of specifications for the purchase of equipment. Conducts research and makes purchasing recommendations.

Sets up communication equipment for the alternate Emergency Operation Center.

Orders, receives, distributes and maintains inventory of fire department equipment and supplies to include non-disposable medical supplies, medical equipment, and office supplies. Maintains appropriate logs and records.

Communicates and coordinates services with other city departments, vendors, and outside agencies.

Visits hospitals to collect department property.

Assists in the preparation and presentation of fire safety and training programs which includes ordering and preparing program materials, coordinating scheduling, operating audio visual equipment and maintaining the corresponding records.

Prepares and distributes reports and correspondence.

Analyzes problems and recommends solutions.

Ensures that all fire stations are stocked with proper cleaning, household and cooking supplies.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Conforms with all safety rules which includes wearing and using all appropriate safety equipment.

Performs all duties of Fire Support Services Coordinator I.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of fire department supplies, equipment, apparatus, vehicles and facilities. Knowledge of department policies and procedures. Knowledge of purchasing procedures. Knowledge of inventory requirements and record keeping. Knowledge of vehicle preventative maintenance needs. Ability to comprehend technical information relating to fire equipment. Ability to inspect equipment/facilities and determine the need for repairs or replacements. Ability to make minor repairs of equipment and facility. Ability to maintain records and conduct research. Ability to use computers, audio-visual equipment and other office equipment. Ability to communicate effectively with co-workers, other city departments, vendors, and outside agencies. Skills in written and oral communications a must.

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 telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, reach above and below shoulders, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to handle and move heavy objects up to 50 pounds.

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

Minimum Education and Experience

High school diploma or equivalent.

Five (5) years of clerical or technical experience in a fire department or technical industry.

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

Valid Florida driver's license.