

As a Fire Property Technician you will coordinate resources and inventory for the Fire and Rescue Department.

JOB DESCRIPTION

- Fire Property Technician
- Works under the direct supervision of Budget and Property Manager (Public Safety).
- Serves in the Support Services Command of the Fire and Rescue Department in the Office of Public Safety.

Provides administrative, clerical, and logistical assistance to the Fire and Rescue staff and Public Safety Supply Assistant, helping to support operational and administrative functions. Procures and coordinates the maintenance of Command staff vehicles and Fire and Rescue apparatus, as well as personal protective equipment for all current and new Fire and Rescue personnel. Reviews and/or edits vehicle specifications, maintaining a log of vehicle mileage and replacement needs. Performs related functions.

GENERAL REPOSIBILITIES

- Maintains awareness of the responsibilities of the Property Office and the day-to-day activities of the Public Safety Supply Assistant as related to Fire and Rescue logistics.
- Monitors and updates daily, Fire and Rescue inventory levels using the approved tracking system. Runs and reviews system reports to track, trend and gain insight on efficient supply ordering practices.
- Proofreads documents for correct use of grammar, spelling, punctuation, and appropriate format (referencing the Airports Authority's Executive Correspondence Manual).
- Creates, maintains, and retrieves files, records and office documents manually and electronically including files on Fire and Rescue property and related documentation.
- Monitors inventory levels of office supplies to adjust to changes in demand and maintains availability. Places office supply orders, and sends and monitors receipt of facsimiles.
- Schedules appointments and makes arrangements for personal protective equipment fittings and maintenance of all current and new Fire and Rescue personnel; works closely with vendors and responds to inquiries; assembles information; requisitions office supplies, equipment, publications, etc., and maintains office supply inventory levels; and performs management support functions and logistical requirements.
- Maintains automated files, databases and spreadsheets in support of the Fire and Rescue Property budget, inventories, work order system, and to generate reports or summaries.
- Greets and announces visitors, new Fire Fighter applicants; answers and screens telephone calls directing caller to the proper party; and supports the Public Safety Supply Assistant.
- Procures, coordinates, and tracks Command staff vehicle and Fire and Rescue apparatus maintenance, as they meet the primary equipment replacement criteria, as well as personal protective equipment for all current and new Fire and Rescue personnel.
- Performs other duties as assigned.

QUALIFICATIONS

- Four years of progressively responsible experience in administrative, secretarial, and clerical support work including:
 - screening callers and receiving visitors;
 - compiling, assembling, proofreading and typing documents;
 - establishing and maintaining files (e-files and paper files); and
 - scheduling and setting up meetings.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to perform general analyses of data and information (including identifying the accuracy and relevance of the information) and make corrections and/or recommendations.
 2. Ability to create and maintain files (e-files and paper files) and administrative control systems.
 3. Ability to learn specific automated functions and systems for, and to access and review system reports.
- Ability to speak and write effectively.
 - Ability to establish and maintain effective relationships with managers, employees, and the general public.
 - Ability to use computer hardware and modern office suite software, with an emphasis on inventory systems.

PREFERRED QUALIFICATIONS

- Two years of executive level secretarial or logistical Fire and Rescue administrative support experience.

EDUCATION

- A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience, and training.

A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the four years of experience. For example, an associate's degree in any field may substitute for two years of experience.

CERTIFICATIONS AND LICENSES REQUIRED

- None

NECESSARY SPECIAL FACTORS

- Work is typically reviewed in progress and upon completion for quality, quantity, timeliness, teamwork, customer service, and other factors.