

CITY OF GRANDE PRAIRIE

JOB DESCRIPTION

A. IDENTIFICATION:

POSITION TITLE: Logistics Officer
DEPARTMENT: Fire
SUPERVISOR: Deputy Fire Chief
SUPERVISES: N/A
CLASSIFICATIONS: Logistics Officer

B. PURPOSE:

The Logistics Officer is responsible for overseeing the acquisition, maintenance and repair of vehicles, equipment, buildings, supplies and/or services for the Grande Prairie Fire Department.

Responsible for the implementation of new and existing system/equipment to department standards.

C. DUTIES AND RESPONSIBILITIES:

1. The employee is responsible and accountable for knowing and working in accordance with the department's Health & Safety Policy. The employee must work in such a way as not to endanger himself/herself, fellow employees or the public.
2. Co-ordinates the safety inspections of all Fire Department vehicles and equipment to ensure applicable standards are met.
3. Responsible for the annual service tests and inspections of all applicable equipment.
4. Responsible to oversee and co-ordinate preventative maintenance, routine maintenance and repairs for Fire Department vehicles, equipment and buildings.
5. Conduct in-house repair and maintenance where appropriate.
6. Responsible for inventory control of parts and supplies.
7. Responsible for inventory control of station wear and turn out gear.
8. Responsible for maintaining and updating the Department's vehicle replacement schedule.
9. Responsible for maintaining and updating the Department's equipment replacement schedule.
10. Provide competency-based training and develop appropriate procedures on new vehicles or equipment prior to being placed in service.
11. Prepares and keeps procedure bulletins up-to-date.
12. Provide research, reports, documentation or analytical reports for major purchases and/or service and maintenance items.
13. Provide effective communications with the City's Fleet Department, Facilities Department, contractors and suppliers to ensure all work is performed accurately and effectively.
14. Be available for emergency call back to perform duties for which he/she is qualified.
15. Attend and participate in appropriate job related training and educational events as well as appropriate department related planning and informational meetings.

16. Maintains proficiency in the operation of all necessary technology to fulfill job requirements.
17. Actively participates in and leads the Service & Maintenance and Clothing program areas.
18. Actively participates in City of Grande Prairie Individual Performance Plans and reviews. Meets department standards of performance.
19. Supports the department Business Plan within the scope of the employee's job description and as provided for in the Career Development Agreement.
20. Perform such other tasks necessary to maintain the continuity of the Fire Department within the scope of the employee's job.

D. QUALIFICATIONS:**MINIMUM QUALIFICATIONS (Required to apply for this position)**

- Minimum of First Class Firefighter.
- Strong mechanical aptitude.
- Standard First Aid
- CPR Level "C"
- Valid Class 3 driver's license with Q endorsement. Airside vehicle operator permit (AVOP).
- Restricted aeronautical radio operator's license.
- Meets the requirements of the City of Grande Prairie Health & Safety Program Training.

FULL QUALIFICATIONS (To be attained through Individual Performance Plans)

- NFPA 1021 (Fire Officer Professional Qualifications) - Level I.
- NFPA 1035 (Public Fire and Life Safety Educator Professional Qualifications) Level I or NFPA 1041 (Fire Service Instructor Professional Qualifications) – Level I.
- Basic Fire Apparatus Maintenance Training
- MSA Level 3 Technician.
- Jordair Level 3 Compressor Technician.
- City of Grande Prairie approved Leadership Training Certificate
- City of Grande Prairie approved Leadership for Safety Excellence Training Certificate