



Title: Fire Physical Resources Supervisor

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Deputy Chief Support Services.

Exercises direct supervision over professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Two-year Associates degree or equivalent
- **Experience:** Requires seven or more years of related experience. Requires advanced knowledge in highly specialized systems and procedures.
- **Licenses/Certifications/Special Requirements:**
 - Valid AZ Drivers License upon hire, with a CDL preferred.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to support the Fire Department's fleet, equipment, purchasing, warehouse, incident support, and maintenance operations. Obtains bids, orders, tracks, receives, stores, distributes, and maintains inventory of equipment, supplies, and follow-ups; supervises and manages Fire Fleet Apparatus; negotiates vendor contracts; develops and manages expenditures; coordinates building and grounds maintenance for Fire Department facilities; supervises technicians and mechanics; recommends budget expenditures; serves on numerous department committees.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, and monitoring staff performance and development.
2	Supervises Fire Apparatus Fleet. Supervises and coordinates repairs, maintenance, and purchasing of the Fire Department fleet.
3	Supervises Fire Department's facilities. Manages and coordinates repairs, maintenance, improvements and new facilities procurement and building.
4	Supervises Fire Department's allied equipment. Manages and coordinates repairs, testing, maintenance, and purchase of allied equipment (fans, PPE, SCBAs, radios, rescue tools, saws, etc.).
5	Supervises Fire Station commodities. Manages and coordinates purchase, delivery, and stocking of stations (bathroom, kitchen, office, and cleaning supplies).
6	Prepares specifications and bids for apparatus, allied equipment, and station commodities. Researches; attends exhibition conferences; trials new products; checks for NFPA compliance and department SOP.
7	Researches and develops input for Support Service and Operation Division's budgets. Monitors budget expenses throughout year; participates in budget administration; monitors budgetary expenditures.



City of Peoria

HUMAN RESOURCES

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"				
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Sedentary	Light	Medium	X	Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.

Work Environment for this position is indicated below with "X"			
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.			
Office	X	Outdoors	Vehicle
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers (laptop), printers, fax / scanner / copier, and related software, fire trucks, fire allied equipment.

PROTECTIVE EQUIPMENT REQUIRED:

None required.