



TITLE:	Support Services Technician, PT	BAND/LEVEL:	NE/00
DEPARTMENT:	Fire	JOB NO:	9001
DIVISION:	Support Services	DATE:	12/10/2019
REPORTS TO:	Deputy Fire Chief	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Part-Time	COST CENTER:	284
REPLACES:	PT Support Services Technician	LAST REVISED DATE:	12/21/2017

JOB SUMMARY STATEMENT: Picks up and delivers parts and equipment. Picks up and delivers mail between fire stations, City Hall, Fire Training Center and Fire Administration. Picks up and delivers emergency apparatus for repair. Assists in emergency operations, including snow removal, as required.

DUTIES AND RESPONSIBILITIES:

1. Picks up and delivers ordered parts and equipment to various locations and job sites.
2. Picks up and delivers EMS supplies and equipment between hospitals and fire stations.
3. Assists departments in moving emergency apparatus between locations, and for repair.
4. Picks up and delivers mail between fire stations, City Hall, Fire Training Center and Fire Administration daily.
5. Miscellaneous deliveries as requested.
6. Assists in emergency operations, including operating CDL snow plowing equipment, as required.
7. Assists Public Works during snow plowing operations which requires on-call availability from November 1 through April 1 and ability to meet DOT compliance to operate CDL vehicles
8. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
9. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic education or equivalent.
- Possession of a valid driver’s license.
- Must maintain an insurable driving record.
- Must have or obtain a Class B commercial driver’s license (CDL) with air brake and tanker endorsements within six months of employment with the City.

EXPERIENCE:

- None required.
- Experience driving emergency apparatus preferred.

SKILLS:

1. Manual dexterity.
2. Good listening skills.
3. Ability to work independently.

MENTAL REQUIREMENTS:

1. Ability to carry out assignments through oral and written instructions.
2. Ability to analyze safety situation.
3. Alpha and numeric recognition.

PHYSICAL REQUIREMENTS:

1. Ability to reach, stand, bend, lift, push, pull and walk for extended periods of time.
2. Ability to lift 50 lbs. occasionally and up to 25 lbs. frequently each day.
3. Ability to operate City vehicles and equipment.
4. Exposure to extreme weather conditions.

PHYSICAL REQUIREMENTS RELATED TO SNOW DUTY:

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Carbite blade	61 lbs.	0-24 inches	variable	occasional	two person lift
Salt spinner	100 lbs.	0-24 inches	variable	occasional	two person lift
Tailgate doghouse	95 lbs.	0-61 inches	variable	occasional	two person lift
Backing plate	150 lbs.	0-24 inches	variable	occasional	two person lift
Rubber blade	90 lbs.	0-24 inches	variable	occasional	two person lift

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Carbite blade	61 lbs.	0-10 feet	variable	occasional	two person carry
Salt spinner	100 lbs.	0-25 feet	variable	occasional	two person carry
Tailgate doghouse	95 lbs.	0-25 feet	variable	occasional	two person carry
Backing plate	150 lbs.	0-10 feet	variable	occasional	two person carry
Rubber blade	90 lbs.	0-10 feet	variable	occasional	two person carry

PUSHING/PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
Salt spinner	100 lbs.	occasional	two person push/pull - 20 inches



SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.