

EMPLOYMENT OPPORTUNITY

JOB TITLE: Supply/Maintenance Assistant (Part-time) (Job #) Exempt: X
Classified:
REPORTS TO: Supply Group Supervisor
DEPT/DIV: Fire/Logistics Section
STARTING SALARY:
APPLICATION DEADLINE: Open

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Receives and documents delivery of equipment, uniforms and supplies; assists with ordering and maintains fire department supply and equipment inventories; assists with maintaining fire department facilities; assists with inspecting protective clothing and equipment in accordance with TCFP mandates; monitors federal and community service workers at fire headquarters; enters asset details into inventory management software and spreadsheets; delivers supplies to all fire stations; services the fire headquarters fleet; maintains the grounds at fire headquarters and the fire museum; provides janitorial services at fire headquarters; treats underground and above ground fuel tanks with fuel additives; makes business-related deliveries; prepares and sets up for special events; runs errands as needed; participates in special projects as needed.

Other Job Functions: Performs other duties as required. *Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

WORKING CONDITIONS

Works inside and outside in all kinds of weather; exposure to dirt, dust, grime, noise, and the hazards of working around equipment. Must be available to work 20 hours a week.

MINIMUM ESSENTIAL QUALIFICATIONS

Knowledge: Knowledge of personal computers and experience working in MS Windows environment. Some knowledge of manual and semi-skilled tasks required for area of work assignment; some knowledge of safety procedures used in the operation of power tools and lawn equipment.

Skills/Abilities: Some skill in the use and operation of hand and power tools and other equipment applicable to assignments; ability to perform manual labor for extended periods of time and during unfavorable weather conditions; ability to understand and follow oral and written instructions; ability to read and make decisions; ability to lift and carry heavy objects; ability to operate a tractor mower.

Physical Requirements: Essential: Constantly sees and hears; frequently drives, stands, stoops, walks, cleans, carries up to 41-55 lbs, lifts up to 41-55 lbs, and pulls and drags up to 41-55 lbs; infrequently kneels, squats, twists body, sorts, climbs, crawls, sits, writes by hand and pushes up to 41-55 lbs.

Education/Experience: High school grad or equivalent and experience with personal computers preferred.

Other: Must possess a valid Class C driver's license with a good driving record. Other state valid Driver's License equivalent to Texas Class C with a good driving record will be considered. Texas state law requires within 30 days of residency, you must possess a valid Texas driver's license. **Applicant selected for hire shall be subject to polygraph, criminal history background check, and a drug/alcohol screen test.**

50110-514-05-08-9015-4026565-922160

AsstSupplyOff_Fire

WB

10/31/08

I/O

The City of Beaumont does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance contact a Human Resources representative at (409) 880-3777 or through RELAY Texas at 1-800-735-2989 or mail your request to P.O. Box 3827, Beaumont, Texas 77704.

The City may consider all related education and/or experience in determining the applicant's minimum qualifications and starting salary.