



## FORT MYERS BEACH FIRE DEPARTMENT JOB DESCRIPTION

<b>Position Title:</b>	Facility & Logistics Manager	<b>Reports To:</b>	Chief of Life Safety/Support
<b>Position Status:</b>	Full-Time Paid; "At-Will"	<b>Effective Date:</b>	January 23, 2018
<b>FLSA Classification:</b>	Non-Exempt	<b>Approved:</b>	

This Position Description is established by the Fort Myers Beach Fire Department ("District") to outline the basic requirements, duties, and general responsibilities of the Facility and Logistics Manager Position.

This position is "at-will," which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal, State, and Local Law. Similarly, the employee may terminate the employment relationship for no reason at any time.

### SUMMARY OF POSITION:

The Logistics and Facility Manager is an Administrative Manager of the District functioning under limited supervision and is responsible for the successful operation of District facilities and building systems ensuring that they are in a constant state of readiness to serve the community. This requires that the successful candidate be capable of making repairs, replacements, and modifications to the District's facilities, systems, and equipment up to the level that such repairs, replacements, and modifications require a Trade's License or Permit.

The Facility and Logistics Manager is responsible for the procurement, storage, inventory, and distribution of all non-emergent District commodities. As Logistics Manager for the District, the candidate is assigned as the Uniform Program Manager responsible for procurement, storage, inventory, and distribution of District uniforms.

The candidate must be able to establish and maintain an inventory control system and manage all commodities assigned.

### REPORTING RELATIONSHIP:

The position of Facility and Logistics Manager for Fort Myers Beach Fire Department reports directly to the Executive Assistant Fire Chief of Life Safety and Support Services. The Facility and Logistics Manager does not fill a supervisory role.

### SPECIFIC POSITION DUTIES AND RESPONSIBILITIES:

1. Maintains District facilities in a safe manner and in a constant state of readiness to serve the community.
2. Develops, plans, and implements a preventative maintenance schedule.
3. Assesses breakdown of building systems and makes repairs, or determines correct vendor to provide a solution.
4. Makes repairs, installations, or modifications to buildings or grounds that do not require a license or permit.
5. Maintains District supply chain of non-emergent commodities including, office supplies, procurement, inventory, storage, and distribution.



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6. Serves as the District's Uniform Manager.
7. Researches vendors, pricing, and service agreements for recommendation to the Executive Assistant Fire Chief of Life Safety and Support Services for retention purposes.
8. Supervises onsite vendors and ensures the highest quality of service to the District when facility construction, repairs, or modifications are occurring.
9. Will serve as the District Resource Unit Leader during times of declared emergencies.
10. Available to respond to the needs of the District twenty four (24) hours a day, seven (7) days a week.
11. Other duties as assigned.

### DUTIES AND RESPONSIBILITIES:

The Facility and Logistics Manager position is directly responsible for the maintenance, repairs, and modifications of the District's buildings and grounds, ensuring the constant state of readiness, safety, and security. The Facility and Logistics Manager is the Supply Chain Manager for all District's non-emergent commodities and serves as the District's Uniform Program Manager.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to analyze, troubleshoot, and repair District facilities, building systems, and equipment that does not require a license or permit to accomplish.
2. Ability to develop, manage and implement an inventory control system for all non-emergent commodities.
3. Possess a customer first philosophy.
4. Extensive experience in carpentry, plumbing, technology, and/or electrical skills is strongly preferred.
5. Be able to research and develop a relationship with District vendors to ensure the highest level of service to the District.
6. Ability to function and develop solutions in a strict fiscal environment.
7. Ability to make and present reasonable solutions to problems.
8. Ability to work well both independently and in a team environment.
9. Demonstrates abilities to articulate and communicate well with others.
10. Responds professionally to stressful situations with good stress management skills.

### QUALIFICATIONS:

#### General:

1. Must be at least 21 years of age.
2. Knowledge of:

Government Regulations

Chain of Command

General Commercial Facility Maintenance

Knowledge of Tools and Equipment



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General Construction Principles  
 General Mechanical Aptitude  
 Inventory Supply Systems

Data Collection  
 Scientific Methodology  
 Research Techniques

**Experience:**

1. Experience as a facility engineer/manager, and/or skilled craftsman in building trades, or similar position.
2. Experience in supply chain management.
3. Working knowledge of supply and inventory control systems.
4. Experience in implementing inventory and waste control systems.

**Education:**

1. Associate's Degree or higher in Building Trades or Business related field is preferred.
2. Minimum of a High School Diploma with extensive experience in Building Trades and Inventory Management will be considered equivalent to the Associate's Degree.
3. Licensed Florida Commercial Building Contractor or higher preferred.
4. Formal Building Trades Certification is preferred.

**Certificate or Licenses:**

Must possess or be eligible to obtain within 30 days of appointment to the position, and maintain a valid Florida driver's license.

A combination of education, training, and experience which provides the required skills, knowledge and abilities may be considered in qualifying a candidate.

**PHYSICAL, MENTAL, ENVIRONMENTAL AND OTHER REQUIREMENTS:**

**Physical Requirements:**

1. Strength and Mobility – Mobility to move to and from various points within the District facilities and the outdoor environment. Must possess the ability to lift items more than one hundred fifty (150) pounds occasionally and up to eighty (80) pounds frequently.
2. Auditory – Ability to understand and follow oral instructions in the English language.
3. Verbal – Ability to participate in routine conversation in person or via telephone in the English language.
4. Visual – Must be able to distinguish circumstances/situations, written materials, and other details concerning District facilities and emergent scenes from distances both near and far.



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### **Mental Requirements:**

1. In the capacity of the Facility and Logistic Manager of the District, the candidate must be capable of functioning in a work environment with a high level of mental stress and pressure.

### **Environmental and Other Requirements:**

1. Much of this position will involve sedentary, administrative work in an office environment, with a noise level typical of most office environments.
2. Fieldwork shall take place in environments where excessive hazards may exist.
  - Fieldwork shall take place only after appropriate permission has been granted by the officer in charge.
  - Fieldwork may require the use of personal protective equipment as directed by the officer in charge.
3. This position requires standing, walking, sitting, kneeling, stooping/bending, light lifting, reaching overhead, reaching away from the body, and repetitive motion.
4. This position demands the frequent use of sensory activities such as talking, seeing, hearing, depth perception, and color vision.
5. This position requires the ability to read, write, speak, and understand the English language at a level adequate to perform the job.

### **RELATIONSHIPS:**

1. Community Members and Visitors – Interactions by personal contact, telephone, written and electronic communication (E-mail).
2. Co-workers – Multiple daily interactions responding to urgent and routine situations, to facilitate the coordination of daily operations, exchange of information, and to complete tasks.
3. Fire Department Members – Multiple daily interactions by telephone, written, electronic communication (E-mail), and personal contact in exchange of information.
4. Fire Department Chief Officers – Daily interactions by telephone, personal contact in exchange of information, and assisting executives.
5. Other contacts as assigned required or needed.

### **SUMMARY:**

This Job Description illustrates examples of job duties, skills, and knowledge an employee should have to be successful in this position. Employees in this job classification can and should expect to perform job-related responsibilities and tasks not enumerated in this job description.

Candidates are advised the essential functions and requirements contained herein are subject to change at the discretion of the Fire Chief to meet the needs of the District.



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This Job Description should not be interpreted as all-inclusive or as an employment agreement between employer and employee.

Any essential functions of this position will be evaluated as necessary should a candidate/applicant be unable to perform functions or requirements due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the candidate/applicant when possible.

**ACKNOWLEDGEMENT:**

I acknowledge receipt of this position description and agree to perform within the parameters established.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date