

**City of Coconut Creek  
Job Description**

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**Job Title:** Logistics Coordinator  
**Department:** Fire  
**FLSA Status:** Exempt

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**General Purpose:**

Performs intermediate-level professional work in the Fire Rescue Department. Oversees the logistics activities of the Fire Rescue Department, including the planning, coordination, procurement, storage, inventory and distribution of all department uniforms, personal protective equipment, emergency medical supplies and equipment, and the suppression supplies and equipment to meet the daily and mission-critical needs of the department. Although subject to the general direction of the Assistant and/or Deputy Chief, employee must exercise considerable initiative and independent judgment based on an extensive depth of expertise and knowledge in the planning, scheduling and carrying out of assignments.

**Examples of Essential Functions:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Coordinates the planning, procurement, storage, inventory and distribution of all Fire Rescue Department uniforms, personal protective equipment, emergency medical supplies and equipment, and the suppression supplies and equipment
- Ensures compliance with the standards set forth by the National Fire Protection Association (NFPA) as it relates to all logistical needs for the department
- Provides recommendations with budget projections based upon local, state, and national compliance requirements
- Negotiates and coordinates the development of logistics related contracts and agreements
- Drafts and updates policies and procedures related to the department's logistics
- Communicates and meets with vendors to obtain quotes, place orders, and to resolve issues as necessary
- Coordinates fleet and facilities maintenance and related functions for the department
- Prepares presentations pertaining to logistics as needed and presents them to required staff
- Coordinates the maintenance programs for small engine equipment, turnout gear cleaning and repair, and small tool repairs
- Coordinates the department's self-contained breathing apparatus (SCBA) maintenance and repair program

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- Coordinates the work of any staff assigned to assist with logistics, including inventory management systems and inventories or all equipment and supplies
- Develops and maintains appropriate division-related records accurately and efficiently
- Ensures quality control maintenance and repair work of purchased supplies and equipment
- Maintains minimum standards of number of items to ensure replacements are on hand
- Maintains an inventory list of all equipment and supplies that expire and develops a replacement plan to ensure compliance
- Performs general administrative work as required, including attending meetings, preparing reports and correspondence, tracking expenses, entering computer data, processes inventory records changes, etc.
- Performs other related duties as assigned and/or required

### **Minimum Qualifications:**

Bachelor's degree in public administration, business administration, fire sciences or related field; supplemented by at least three (3) years of experience in coordinating or directly assisting with a logistics and/or inventory management system or working in a full-time professional-level purchasing/procurement position involving the acquisition of materials, supplies, equipment, and services, preferably within a Fire Department or other governmental setting.

Possession/maintenance of the following certifications/training:

- Florida Driver's License with acceptable driving record
- Completion of appropriate level of National Incident Management System (NIMS) training is mandatory within one year of employment

This is a designated emergency management position in the City's Emergency Operations Plan and will require the employee occupying this position to work during declared emergencies.

### **Knowledge, Skills, and Abilities:**

- Knowledge of municipal budget and procurement procedures and practices
- Skill in budgeting and controlling budgetary expenditures
- Skill in accurately maintaining complex records
- Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with irate, violent or frantic individuals; ability to react quickly and calmly in emergency situations
- Skill in operating basic office equipment

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- Skill in accessing, operating and maintaining various software applications, including Microsoft Office products, with the ability to learn new software
- Ability to negotiate contract terms and rectify issues related to contracts
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to demonstrate behaviors that support the City's mission and core values
- Ability to be ethical and fair while representing the City, including adherence to all workplace policies that support ethical business practices and standards of conduct
- Ability to establish and maintain effective working relationships with the general public, coworkers, elected and appointed officials, and members of diverse cultural and linguistic backgrounds regardless of race, color, religion, age, gender, ethnicity, disability, sexual orientation, marital status or political affiliation
- Ability to regularly attend work and arrive punctually for designated work schedule

### **Physical Requirements:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 25 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing.

### **Environmental Requirements:**

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

### **Sensory Requirements:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date