



**HERNANDO COUNTY, FLORIDA BOCC  
invites applications for the position of:**

## **Logistics Technician**

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<b>SALARY:</b>	\$13.69 - \$22.17 Hourly
<b>DEPARTMENT:</b>	HC Fire & Emergency Services
<b>DIVISION:</b>	Fire Dept Management and Staff
<b>OPENING DATE:</b>	02/18/22
<b>CLOSING DATE:</b>	03/07/22 11:59 PM
<b>DESCRIPTION:</b>	

Responsible for central surplus property, physical inventory counts, receiving, unpacking, stocking, dispensing, and delivering office, medical, fire station, vehicle maintenance and miscellaneous supplies. Also, after reviewing controlled usage forms for accuracy, responsible for assisting with destruction and replenishing of controlled and non-controlled pharmaceuticals in accordance with state and federal laws.

### **EXAMPLES OF DUTIES:**

- Receives material from suppliers and confirms packaged slips with contents to insure correct shipment. Enters items into inventory and secures controlled and non-controlled pharmaceuticals.
- After reviewing controlled usage forms for accuracy, replenishes controlled pharmaceuticals to the appropriate crew.
- Forwards packing slips to the appropriate financial specialist for payment processing and maintains an outstanding order filing system for back orders.
- Receives station supply orders on the 1st and 15th of each month from each station to be pulled from the supply room and delivered.
- Receives weekly EMS supply orders from each station to be pulled from the supply room and delivered.
- Removes stock that is pulled daily from the inventory program to provide accountability.
- Maintains inventory and is responsible for accuracy of physical counts of medical and station supplies.
- Prepares supply orders as inventory dictates on a regular basis in compliance with contract items.
- Purchase items, as needed and approved, to accommodate fix account requests and supplies not covered under contract, while staying within the Hernando County Purchasing Guidelines.
- Pulls pharmaceuticals following the proper protocols, checks dates and disburses all non-controlled pharmaceuticals in a secure environment.
- Ensures proper destruction of expired pharmaceuticals, both controlled and non-controlled, in accordance with state and federal laws.
- Conducts basic repairs of broken fire and rescue related equipment.
- May perform general maintenance such as: replace a/c filters, change interior, exterior light bulbs for the stations and offices using ladder when needed, repair

- fixtures in kitchen(s) and bathrooms, and conducts basic to intermediate plumbing repairs.
- Stock the UCAPIT inventory management system we have installed in various stations, and resets inventory par values at each machine to ensure that connectivity at the logistics main computer is reporting proper inventory. Also provides field maintenance and tech support for all Ucapit inventory machines.
- Assembles kits to be placed into the Ucapit machines (e.g., surgical cricothyrotomy kit)
- Responsible for dealing with surplus and transferred equipment after appropriate forms have been completed.
- Perform other related duties as assigned.
- Regular attendance.

**TYPICAL QUALIFICATIONS:**

Education	<ul style="list-style-type: none"> <li>• Required: High School graduate or equivalent (GED).</li> <li>• Preferred: State of Florida approved Paramedic and FF1 and FF2.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Five (5) years of clerical stock, inventory control and purchasing, or any combination of education, training and experience which provides the necessary skills.</li> <li>• Paramedic or EMT experience preferred.</li> </ul>
Licenses and Certifications	<ul style="list-style-type: none"> <li>• Must obtain EVOC certification within 1 year of employment.</li> <li>• Must possess and maintain: a valid Florida Driver's License and be insurable by current insurance carrier.</li> </ul>

**CRITICAL EXPERTISE TO PERFORM ESSENTIAL FUNCTIONS**

- Knowledge of general math, business English and spelling.
- Knowledge of inventory, stockroom procedures and record keeping requirements for inventory control.
- Has a thorough knowledge of supplies, medications, stock, and state and federal requirements of handling medications.
- Ability to operate department vehicles in order to deliver equipment and supplies.
- Ability to understand and follow moderately complex oral and written instructions.
- Ability to maintain a perpetual inventory system.
- Ability to perform moderate physical labor and lifting up to 80 pounds.
- Ability to communicate orally and in writing.
- Ability to comprehend and follow policies, procedures and practices relative to Hernando County Fire Rescue and the Hernando County Board of County Commissioners purchasing functions.
- Ability to establish and maintain effective working relationships with employees and vendors.

- Ability and skill to accurately maintain records for an inventory control system.
- Ability to drive utility type vehicles and tow department trailers as needed.
- Ability to utilize radio communications if needed.
- Ability to use ladder to climb heights up to 24 feet, if needed.
- Skill in accurately maintaining records for an inventory control system.
- Knowledge of state and federal laws controlling medication purchasing and disbursement.
- Ability to respond to any large incidents involving fire or a large number of victims to deliver extra equipment as needed.

**SUPPLEMENTAL INFORMATION:**

Pay Grade: 208

FLSA: Non-Exempt

Bargaining Unit: Teamsters Local 79

APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.hernandocounty.us/home>

Position #13740  
LOGISTICS TECHNICIAN  
KD

15470 Flight Path Drive  
Brooksville, FL 34604  
(352) 754-4817

[kdale@co.hernando.fl.us](mailto:kdale@co.hernando.fl.us)

**Logistics Technician Supplemental Questionnaire**

- \* 1. Which statement below best describes the highest level of education you have completed?
  - High school graduate, diploma or the equivalent (GED)
  - Associate degree
  - Bachelor's degree
  - Master's degree
  - Professional degree
  - Doctorate degree
- \* 2. Do you have five (5) years of clerical stock, inventory control and purchasing, or any combination of education, training and experience which provides the necessary skills?
  - Yes     No

- \* 3. Do you have Paramedic or EMT experience? (preferred)  
 Yes  No
  
- \* 4. Do you possess current EVOC certification?  
 Yes  No
  
- \* 5. Do you have a thorough knowledge of supplies, medications, stock, and state and federal requirements of handling medications?  
 Yes  No
  
- \* 6. Do you have the ability to operate department vehicles in order to deliver equipment and supplies?  
 Yes  No
  
- \* 7. Do you have the ability to understand and follow moderately complex oral and written instructions?  
 Yes  No
  
- \* 8. Do you have the ability to establish and maintain effective working relationships with employees and vendors?  
 Yes  No
  
- \* 9. Do you have the ability to use a ladder to climb heights up to 24 feet, if needed?  
 Yes  No
  
- \* 10. Do you have knowledge of inventory, stockroom procedures and record keeping requirements for inventory control?  
 Yes  No
  
- \* 11. Do you possess a valid Florida Driver's License in good standing?  
 Yes  
 No
  
- \* Required Question