

FIRE RESOURCE ADMINISTRATOR

JOB DESCRIPTION

Classification Responsibilities: The Fire Resource Administrator is responsible for planning and overseeing the Fire Resource Management service area and personnel, which involves managing the operational budget for Fire Resource and overseeing the parts and supply purchasing, warehousing, and distribution from the Department's warehouse areas for fire and medical emergency service apparatus and automotive parts, medical supplies, and fire station supplies, as well as emergency preparedness supplies for catastrophic events. This position also manages Capital Improvement Project (CIP) activities and budgets for the Department and serves as the Department's CIP liaison with other City departments and external contacts and stakeholders. Duties include: preparing specifications and cost estimates, evaluating bids, ensuring compliance with purchasing policies and procedures, and making recommendations through the Deputy Director for new fire protective clothing, medical supplies, and station furnishings and supplies; ensuring that the warehouses and facilities comply with federal and state mandates and regulations, National Fire Protection Association (NFPA) standards, and grant requirements; overseeing the Fire Department's uniform program, turnout cleaning program, and facility inspection and facility maintenance for fire stations and facilities, which is coordinated with and primarily performed by the City's Facilities Maintenance group; and overseeing the delivery of mail and supplies to Fire Department facilities and stations.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The Resource Management Administrator supervises the Resource staff which includes the Parts and Supply Supervisor who directly supervises the parts and supply staff and Administrative Services Specialists assigned to either purchasing or office and program management which includes tracking the budget and supervising staff who coordinate the facilities maintenance and the uniform, safety shoe, and turnout cleaning programs for the Department. This class reports to the Deputy Director - Fire and Medical Department who oversees multiple service areas. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, or a related field and considerable (3-5 years) professional-level administrative experience involving significant experience managing a budget and managing CIP projects. Considerable (3-5 years) supervisory experience will also be required.

Special Requirements. Must possess a valid Arizona Driver's License by hire or promotion date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Bachelor's or Master's Degree in Public Administration, Business Administration, or a closely related field.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with subordinate-level personnel, supervisors, coworkers, management, other City employees, and external contacts to establish and maintain effective working relationships. Communicates with management, coworkers, contractors, vendors, and other personnel to facilitate capital improvement projects, and the procurement and distribution of parts and supplies. Communicates and presents information clearly and concisely both orally and in writing. Prepares, reviews, and updates written documents including specifications, bid proposals, and council reports. Prepares data and reports for management, auditors, accreditation, etc.

Manual/Physical: Reviews, inspects, and evaluates capital improvement project sites and activities and progress to ensure compliance with agreements, schedules, procedures and regulations. Prepares specifications and cost estimates. Reviews bids and quotes from vendors. Monitors costs and expenditures. Monitors and assesses conditions of department facilities and furnishings. Operates a variety of standard office equipment including a personal computer, facsimile machine, copier, and calculator. Operates vehicles and equipment requiring a standard Arizona Driver's License to attend capital improvement project activities, monitor fire facilities, etc. Meets scheduling and attendance requirements.

Mental: Plans and oversees the Fire Resource service area and personnel. Manages the operational budget for Fire Resource. Manages Capital Improvement Project (CIP) activities for the Department. Oversees the purchasing, warehousing, and distribution of parts and supplies for the Department. Prepares specifications and cost estimates, evaluates bids. Ensures compliance with purchasing policies and procedures. Makes recommendations through the Deputy Director for new fire protective clothing, medical supplies, and station furnishings and supplies. Oversees the uniform program, turnout cleaning program, and facility inspection and facility maintenance for fire stations and facilities. Oversees the delivery of mail and supplies to facilities and stations. Ensures the warehouses and facilities comply with federal and state mandates and regulations, National Fire Protection Association (NFPA) standards, and grant requirements.

Knowledge/Skills/Abilities:

Knowledge of:

Capital Improvement Project (CIP) management;
parts and supplies specifications;
purchasing procedures;
budgeting and cost accounting methods and systems;
warehousing, and distribution of parts and supplies;
the principles and practices of employee supervision, evaluation, and training.

Skill in:

managing an operational and CIP budgets;
managing Capital Improvement Project (CIP) activities;
overseeing purchasing, warehousing, and distribution of parts and supplies
preparing specifications and cost estimates, evaluating bids, ensuring compliance with purchasing policies and procedures;
communicating with management, staff, other City departments and external contacts and stakeholders;
and
managing performance of staff.

Ability to:

manage CIP projects onsite, through completion, and within budget;
make recommendations for new fire protective clothing, medical supplies, and station furnishings and supplies;
oversee the uniform program, turnout cleaning program, and facility inspection and facility maintenance for fire stations and facilities;
oversee the delivery of mail and supplies to Fire Department facilities and stations;
ensure the warehouses comply with federal and state mandates and regulations, National Fire Protection Association (NFPA) standards, and grant requirements.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 06/25

CT/lv

CS5320.DOC

EEO-O/A

JOB FCTN-ADM

Non-DOT Safety and Security- N

CDL- N

RESP- N

PAY GRADE 59

IND-8810

SWORN-No

Non-DOT Random- N

DOT- N

INCREMENTS 58-200