

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

Support Services Manager – Part Time

Department: Fire
FLSA Status: Non-Exempt
Job Code: Z04

JOB SUMMARY

The purpose of this classification is to assist the Deputy Chief of Administration in managing the physical assets of the Fire Department. Work involves planning and managing all vehicle repairs and maintenance, annual fire apparatus aerial and pump testing, developing fire apparatus vehicle specifications; acting as the liaison between chief officers, station personnel, and Fire Marshal's Office personnel and the City shop; serving as the project manager for purchasing and up fitting new vehicles; disposal of vehicles leaving the fleet; managing the purchase and distribution of all personal protective equipment (PPE) and uniforms to personnel. Work also involves planning and managing; construction projects; maintenance and repair operations for Fire Department facilities; managing all forms of communications equipment; and assisting with Department-wide planning and evaluation of existing and future Fire Department fleet, buildings, and grounds.

ESSENTIAL JOB FUNCTIONS

- Responsible for the planning, research, processing and execution of special projects.
- Assists with developing and performing the Department's short and long-range planning with regards to fleet: analyzes and assesses the conditions of Fire Department fleet, PPE, uniforms, and equipment; identifies the repair and maintenance needs of same; prioritizes maintenance and repair needs, and develops plans for the Fire Department fleet management program.
- Assists with developing and performing the Department's short and long-range planning with regards to facilities: analyzes and assesses the conditions of Fire Department facilities, buildings, and grounds; identifies the construction and maintenance needs of

same; prioritizes maintenance and repair needs, and develops plans for the Fire Department facility management program.

- Designs, develops, and implements comprehensive maintenance programs for Fire Department apparatus and facilities; develops fleet and facility operational policies, maintenance procedures, and standards to ensure an acceptable level of safety, operating condition, and appearance.
- Manages all Insurance Services Office (ISO) annual fleet maintenance of fire apparatus and hoses; maintains records for ISO inspection; ensures all fire apparatus maintain minimum ISO equipment inventories.
- Serves as project manager for the purchase of fire apparatus, EMS vehicles, specialized vehicles, and staff vehicles; prepares vehicle specifications and requests proposals for the purchase of the same; selects the appropriate vendor/manufacturer to build the vehicle, travels to the factory for meetings and inspections; ensures the vehicle meets all specifications before taking delivery.
- Serves as project manager for maintenance and construction projects performed internally; manages projects requiring work performed by outside firms; writes specifications for contracted equipment, materials, and supplies; prepares requests for proposals; interviews, evaluates, and recommends selection of contractors; administers contracts and coordinates work; approves project schedules; coordinates work between contractors, station personnel, and other City departments; monitors contracted projects; ensures work meets contract terms, budgetary constraints, standards, and specifications; and performs contract administration.
- Maintains vehicle specifications, facility blueprints, purchase expenditure information, and other purchase documentation for ongoing and future purchases; prepares operational and statistical reports, including monthly, quarterly and annual Division reports; and manages all fleet and facilities construction files and records.
- Prepares and submits new budget proposals for the fleet, facility, PPE, and equipment capital projects; submits appropriate documents to acquire requisitions/check requests for the purchase of goods and services for the department, uses the City issued credit card to make purchases on behalf of the department, processes incoming invoices, and reviews receipts and invoices for accuracy.
- Troubleshoots vehicle systems and equipment to determine if the repair can be accomplished at the City shop or repaired by an emergency vehicle technician vendor; troubleshoots facility systems and appliances to determine the appropriate trade/vendor to make repairs.
- Communicates daily with the City fleet division regarding vehicles out of service and their repair status.
- Troubleshoots issues with all forms of emergency and non-emergency communications equipment, security card access readers, and low voltage systems.

- Operates motor vehicles including fire apparatus, staff cars, pickup trucks, ambulances, specialized fire apparatus, and all-terrain vehicles; may be required to pull a trailer behind a vehicle.
- Manages all aspects of PPE purchasing, specifications, cleaning, and repair to ensure PPE meets applicable National Fire Protection Association (NFPA) standards. Collects all issued PPE, uniforms, and equipment upon employee departure.
- Orders all uniforms to specification as needed and maintains an inventory record for each Fire Department employee. Receives uniforms and equipment upon employee departure.
- Manages the department's radio system including all base radios, mobile radios, and portable radios. Works directly with Motorola systems vendors, North Fulton radio system manager, and Roswell 911 Communications Center to maintain the operational readiness of the system on the fire department side.
- Operates a personal computer, and general office equipment as necessary to complete essential functions including the use of word processing, spreadsheet, database, or other software systems.
- Provides effective and constructive communication.
- Articulates strategic and innovative thinking and provides superior services.
- Builds trust with employees at all levels of the organization.
- Collaborates with colleagues in a way that builds upon ideas and takes personal accountability and ownership of projects, roles, and assignments.
- Facilitates alignment of decisions and job functions with the strategic direction of the organization.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

- Associates Degree in fire science, public administration, or construction management preferred.
- Minimum of five (5) years of experience in the fire service, construction industry, or fleet management.
- Experience in fleet management; fire apparatus pumps and aerials; Fire PPE; writing specifications for fire apparatus, EMS vehicles, and specialized fire vehicles; Experienced in building construction; building maintenance; electrical, mechanical, and plumbing systems; and overhead doors preferred.

Licenses or Certifications:

- Georgia Firefighter Certification preferred
- Must possess a State of Georgia Driver's License, Class A, B, E, or F, or the ability to obtain within six-months of hire.

Knowledge, Skills and Abilities:

- Knowledge of principles and practices of building construction, maintenance, and repair operations. Comprehensive knowledge of construction, maintenance, and landscaping methods, materials, equipment, and safety procedures.
- Knowledge of the City's administrative policies and procedures, contract administration, purchasing procedures, and budgets.
- Knowledge of basic fire service delivery methods; fire apparatus and their operation; PPE ensembles and decontamination practices; ISO requirements; NFPA standards; annual hose, pump, and aerial testing; and vehicle specification writing.
- Knowledge of emergency and non-emergency communications equipment, 911 radio systems, and fire station alerting systems.
- Ability to coordinate activities with other internal departments and/or external agencies.
- Ability to develop and monitor budgets.
- Ability to interpret and apply applicable Federal, State, and/or Local laws, rules, and regulations.
- Ability to design and implement facility recordkeeping systems.
- Ability to manage projects, building construction and/or repair projects.
- Ability to prepare a variety of reports related to operational activities, including statistical analysis.
- Ability to monitor compliance with applicable policies, procedures, rules, and regulations.
- Ability to utilize computer technology for communication, gathering data, and reporting activities.
- Ability to effectively communicate both in writing and verbally.
- Ability to work independently, prioritize multiple tasks and adapt to needed changes.
- Ability to plan and manage construction, maintenance, and repair operations for the Fire Department facilities and grounds.
- Ability to manage construction and maintenance projects, oversee the work of contractors, and administer contracts.
- Ability to read site plans, building plans, vehicle schematics, wiring diagrams, and various technical drawings.
- Ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place, and/or sequence of operations, referencing data analyses to determine the necessity for revision of organizational components, and in the formulation of operational strategy.
- Ability to prepare a variety of reports related to operational activities, including facilities condition reports, and analysis.
- Ability to operate fire apparatus and their components, drive heavy vehicles equipped with air brakes, and other specialized fire vehicles.

PHYSICAL DEMANDS

The work is light to heavy work which requires the ability to exert very moderate effort in light to heavy work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (20 – 50 pounds). Tasks may involve extended periods at a keyboard workstation. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, and temperature and noise extremes.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.