



GREATER NAPLES FIRE RESCUE DISTRICT APPLICATION HIGHLIGHTS

July 1, 2019

Logistics Technician

Requirements:

- High School Graduate or equivalent.
- Excellent communication and interpersonal skills and the ability to provide information and service to a wide range of internal and external contacts
- Related experience with proven office administration and customer service skills required.
- Solid working knowledge of office processes and business policy development, and of related computer software and electronic communications tools.
- Experience managing projects and with multiple deadlines required.
- Ability to work in a warehouse setting, moving goods from location to location
- Possess a current Florida Driver's License
- Signed and Submitted Tobacco Free affidavit
- The position is full-time- must be able to work Monday through Friday, 8am-5pm
- Physical requirements include some combination of stooping, kneeling, and the lifting, carrying, pushing, and/or pulling of objects and materials up to 50 pounds.

Salary Range \$35,000-\$41,615 dependent on qualifications, attractive benefits package including, medical, dental, vision, and life insurance, paid vacation and personal days and inclusion in the Florida Retirement System. EOE employer. Email questions to dschwarz@gnfire.org

**All applications must be hand delivered in a sealed envelope or mailed to:
Greater Naples Fire Rescue District
Attn: HR/AA, 14575 Collier Blvd. Naples, FL 34119**
Faxed or emailed applications will not be accepted.

Incomplete applications will not be processed. Please attach copies of certificate(s) and/or degree(s) pertinent to position. To claim Veteran's Preference, a copy of your DD214 (long form) and the applicable VP form 1,2or3 must be submitted at the time of application. Due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements.

Application deadline: Open till filled

Additional requirements if selected for an interview may include: an oral interview, a computer proficiency test, a background check, submitting a Driver's License Record, and/or passing a pre-employment physical including a drug screen test.



GREATER NAPLES FIRE RESCUE DISTRICT EMPLOYMENT APPLICATION

PERSONAL
YOU MUST FULLY COMPLETE THE APPLICATION.

DATE: _____ 20 ____

INCOMPLETE APPLICATIONS WILL BE REJECTED. FILL IN ALL BLANKS.

NAME (Last)	(First)	(Middle)	Area Code and Telephone
MAILING ADDRESS		City, State, Zip Code	Last 4 SS#
Email Address	DRIVERS LICENSE NO.		EXPIRATION DATE STATE
ARE YOU AUTHORIZED TO WORK IN THE U.S.?	YES	NO	IF APPOINTED, HOW SOON CAN YOU BEGIN WORK?

MILITARY SERVICE RECORD

WERE YOU IN THE U.S. ARMED FORCES?	YES	NO	IF YES, WHAT BRANCH?
DATES OF DUTY			RANK AT DISCHARGE
From: (MM/DD/YY)		To: (MM/DD/YY)	
ARE YOU SEEKING VETERAN'S PREFERENCE? <i>IF YES, Supply supporting documentation from Veterans Affairs (a VP 1,2 or 3 form)</i>	YES	NO	ARE YOU IN THE NATIONAL GUARD OR RESERVES? YES NO
IF YES, LIST BRANCH AND SPECIAL TRAINING OR DUTIES:			

EDUCATION- Attach certificate of highest degree

CIRCLE HIGHEST GRADE COMPLETED							
GRADE SCHOOL 1 2 3 4 5 6 7 8		HIGH SCHOOL 1 2 3 4		COLLEGE 1 2 3 4		GRADUATE 1 2 3 4	
HIGH SCHOOL	NAME	LOCATION				GRADUATED YES OR NO	
COLLEGE	NAME	LOCATION		MAJOR	MAJOR	GRADUATED YES OR NO	
GRADUATE SCHOOL	NAME	LOCATION		MAJOR	MAJOR	GRADUATED YES OR NO	
VOCATIONAL SCHOOL	NAME	LOCATION		MAJOR	MAJOR	GRADUATED YES OR NO	
OTHER TRAINING							
DO YOU HAVE A G.E.D.?	YES	NO	WHERE OBTAINED?	DATE OBTAINED			

EQUAL OPPORTUNITY EMPLOYER

ATTACH CERTIFICATE(S)
(IF APPLICABLE)

LIST ANY OTHER SPECIAL QUALIFICATIONS:

LIST ANY VOLUNTEER EXPERIENCE OR TRAINING:

VETERANS' PREFERENCE

Check the appropriate block if you are claiming veterans' preference. **A DD214 or comparable document which serves as a certificate of release or discharge must be furnished at the time of application.**

- 1. A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Veterans' Administration and the Department of Defense, **or**
- 2. The spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured, or forcibly detained by a foreign power, **or**
- 3. A veteran of any war who has served on active duty for 181 consecutive days or more, or who has served 180 consecutive days or more since January 31, 1955 and who was honorably discharged from the Armed Forces of the United States of America if any part of such active duty was performed during a wartime era, excluding active duty for training, **or**
- 4. The un-remarried widow or widower of a veteran who died of a service-connected disability.

BRANCH OF SERVICE

DATE OF ENTRY

DATE OF DISCHARGE

Have you claimed and been employed using veterans' preference since October 1, 1987? YES ___ NO ___

If "Yes" _____
Name of Employer

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REFERENCES (3 REQUIRED)
(Excluding Former Employer or Relatives)

Name and Occupation	Must have COMPLETE mailing address include City, State & Zip	Area Code and Telephone
1. _____		
2. _____		
3. _____		

PRESENT AND PRIOR EMPLOYMENT

List below all present and past employment; **beginning with your most recent employer and covering at minimum the last 10 years.** Include summer and part-time jobs. All time must be accounted for.

If unemployed, or in school, include these dates. Add extra pages if more space is needed.

MUST HAVE COMPLETE ADDRESS – INCLUDING CITY, STATE, AND ZIP CODE

1.	Name and address of company and type of business	From Mo. / Yr.	Job Title: Describe the work performed	Starting Salary	Ending Salary
		To Mo. / Yr.		Name of Supervisor	
	Area Code and Telephone				
	Reason for Leaving				
2.	Name and address of company and type of business	From Mo. / Yr.	Job Title: Describe the work performed	Starting Salary	Ending Salary
		To Mo. / Yr.		Name of Supervisor	
	Area Code and Telephone				
	Reason for Leaving				
3.	Name and address of company and type of business	From Mo. / Yr.	Job Title: Describe the work performed	Starting Salary	Ending Salary
		To Mo. / Yr.		Name of Supervisor	
	Area Code and Telephone				
	Reason for Leaving				

May we contact your present employer? Yes ___ No ___

Greater Naples Fire Rescue District Smoke and Tobacco Free Affidavit

I, _____, do hereby affirm that I have not been a user of tobacco or tobacco products for at least one (1) year immediately preceding my application. Additionally, I acknowledge my responsibility for full compliance with District Policy # 901.4 Smoke and Tobacco Free Workplace (as attached) for the duration of my employment.

Under the penalties of perjury, I declare that I have read the foregoing affidavit and policy and that the facts stated in it are true.

DATED and SIGNED this _____ day of _____, 20_____.

Signature of Applicant

Sworn to and subscribed before me this _____ day of _____, 20_____

Signature of Notary Public

Print, type or stamp commissioned name of Notary Public

- () Personally Known
- () Produced Identification

Type of Identification Produced: _____



**GREATER NAPLES FIRE RESCUE DISTRICT
ADMINISTRATIVE HEADQUARTERS**

14575 Collier Boulevard • Naples, FL 34119
Phone: (239)348-7540 Fax: (239)348-7546

Kingman Schuldt, Fire Chief

Background Check Authorization

I understand that, as a condition of my consideration for employment with Greater Naples Fire Rescue District, the District may obtain a background report that includes, but is not limited to employment and education verifications, social security verification, criminal and civil history, personal references, DMV records, and other public records and other information bearing on my character, general reputation, personal characteristics and trust worthiness.

I hereby authorize and consent to Greater Naples Fire Rescue District's procurement of such report. I understand that such report will be made available to me prior to any such decision being made, along with the name and address of the reporting agency that produced the report.

Signature of Applicant

Date

Printed Name of the Applicant

Date of Birth

Greater Naples Fire and Rescue District Job Classification

Position Title: Logistics Technician

Rank: Civilian

Reports To: Logistics Section Manager

Management/Supervisory Responsibilities: N/A

FLSA Status: Non-Exempt

Probationary Period: 6 Months

Approved By: K. Schuldt, Fire Chief

Date:

1. Introduction:

The individual appointed as the Logistics Technician will coordinate supplies for the Fire District. The position serves in the Logistics Section of the organization. The Logistics Technician serves as a non-exempt member, covered by the Administrative Handbook and reports to the Logistics Section Manager.

2. Summary Description:

Logistics Technician job duties include inventory and asset management of various types of fire equipment including but not limited to, valves, nozzles, hydraulic hand tools, hose, ground ladders, portable and fixed hand lights and ground lighting, electric reels, hydraulic reels, hydraulic extrication tools, chain saws, ventilation fans including small gasoline, electric motors, supplies, furniture, small equipment, and appliances. Assists in procuring bids for services, products, and contractual services. Serves as administrative support for the Section, responsible for clerical, filing and computer record functions of the Section.

3. Nature of Work:

The Logistics Technician manages inventory control, receiving, warehousing and small equipment inventory. The position is responsible for asset control and information; maintains, documents, and assists with coordination of NFPA testing for fire hose, ladders, and hydraulic equipment. Documents work orders in the District's records reporting and management platforms. Has working knowledge of District records management programs for tracking of vehicle inventory records.

4. Physical Requirements:

Involves intermediate lifting over 50 pounds, frequently combined with bending, working above ground and irregular surfaces. Requires lifting, positioning, and carrying of small equipment, motorized fans, hose, tools, and equipment weighing 5 to 50 pounds. Items in excess of 70 pounds are normally moved by mechanical devices or involve more than one person. Requires standing on concrete floors and working in standing and sitting positions. The environments involve inside, warehouse, and outside work conditions.

5. Illustrative Tasks:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Manages warehouse inventory including the coordination of ordering and receiving.

Responsible for the inventory information for all small equipment and asset inventory input.

Coordinates inflow and outflow of equipment for repair and maintenance.

Picks up and delivers equipment from fire stations/facilities as needed for repair and maintenance.

Provides daily and monthly reports to include, but not limited to, all inventory maintenance and repairs completed and the cost associated with each.

Maintains records of testing and compliance with national standards.

Establishes, develops, maintains and updates filing system for assigned Section. Retrieves information from files when needed.

Coordinates attendance including; assists employees with proper submittal of request forms, processes Section employee's forms, acquires supervisor approval, enters data in computer attendance module.

Thorough and constant review of internal and external policies related to the Section's mission. Reports recommendations through the chain of command.

Answers District telephones in a courteous and timely manner; assists callers with questions regarding programs, services, or procedures; refers callers to other staff members as appropriate; takes messages. Works in cooperation with other office personnel to answer phones and additional tasks to provide a cohesive office environment.

Types and designs general correspondence, memos, charts, table, graphs, etc. Proofreads copy for spelling, grammar, and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.

Researches information from databases as requested. Generates reports, logs, and listings from databases.

Collects, sorts, and distributes mail when appropriate.

Attends internal and external meetings as required.

Coordinates scheduling of Section activities such as meetings, travel arrangements, conference and seminar registrations for Section members.

Assists in budget preparation.

Participates in short, intermediate, and long-range planning.

Is familiar with how to research and access applicable state and federal laws.

May be required to work during disasters. Hours may be changed at any time for short or permanent periods. Employee must be neat and clean at all times, work performed considered. Employee must have excellent communication skills.

6. Supervisory Responsibilities:

Position has no supervisory responsibilities.

7. Required Knowledge, Skills and Abilities (KSA):

To perform this job successfully, an individual must be able to demonstrate each essential duty satisfactorily. The following descriptions are representative of the knowledge, skill, and/or ability required.

Ability to self-manage time

Ability to organize and prioritize work load and inventory.

Knowledge of the components of materials, tools, equipment.

Possess the computer proficiencies required to develop and maintain spreadsheets, databases and word documents.

Possess the ability to effectively navigate the Internet for research purposes.

Ability to reconcile Purchase Orders and / or other financial documents.

8. Requirements and Qualifications:

Must possess and maintain a valid Florida Driver license to drive Fire District vehicles.

High School Diploma or GED Equivalent.



GREATER NAPLES FIRE RESCUE DISTRICT
POLICIES

Approved:
2/12/2014

POLICY # 901.4

Revised:

Smoke and Tobacco Free Workplace

Purpose

To provide for the implementation of a smoke and tobacco free workplace.

It is the practice of the District to comply with all federal, state and local ordinances regarding smoking of tobacco products in the workplace. This practice is made pursuant to the mandates of the Florida Clean Indoor Air Act.

It is the desire of the District to promote a healthy environment for workers and the public and to reduce insurance and other costs related to health problems and illnesses which may be caused by or exacerbated by exposure to tobacco.

Policy

It is the policy of the District to provide a safe and healthful work environment. Smoking or use of tobacco products or electronic smoking devices is prohibited in any District facility or on any District campus. This policy shall apply equally to employees. At no time shall any employee use tobacco products while on duty or in any District workplace.

Smoking or use of tobacco products is prohibited in all District vehicles.

Smoking is prohibited to all visitors or members of the public at all times in all public places, at all public meetings and in all enclosed areas within any District facility.

All responsible parties shall take immediate action with respect to any reported violations occurring within District buildings and to take any actions and follow any procedures that are necessary and proper to cause any violations to cease, including disciplinary, legal and/or administrative remedies.

The District shall post signs in all District facilities and campuses indicating that smoking and the use of tobacco products is prohibited pursuant to the Florida Clean Indoor Air Act.

The Fire Chief or designee shall strictly enforce this prohibition administratively on behalf of the District.

All violations shall also be considered a violation of District Policy and the Florida Clean Indoor Air Act, Florida Statutes, and will be subject to disciplinary action.

Definitions: The following terms shall have the meanings indicated:

ORIGINAL SIGNED
BOFC

DISTRICT FACILITY- Any building or any portion of any building owned by or leased to the District and used for governmental purposes.

DISTRICT VEHICLE- Any vehicle owned, leased or operated by the District and used for governmental purposes.

PUBLIC PLACE- The term shall mean all enclosed, indoor areas used by the general public in any District building, all external dining areas, and all areas located within 30 feet of an entrance of any District building. The term "public place" does not include areas which are not used by the general public.

SMOKING- Possession of a lighted tobacco product or electronic vapor device.

TOBACCO or TOBACCO PRODUCTS- Tobacco of any kind, including the use of smokeless tobacco, "spit" tobacco, electronic cigarettes, cigars, cigarettes, pipes or any other smoking material or device.