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**DIVISION CHIEF OF LOGISTICS (1/6/20)**  
**Position Description**

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| POSITION TITLE:    | <b>Division Chief of Logistics</b> |
| AGENCY DIVISION:   | <b>Administration</b>              |
| PAYGRADE:          | <b>DV2</b>                         |
| FLSA STATUS:       | <b>Exempt</b>                      |
| HOURS:             | <b>40 hrs/wk</b>                   |
| EMPLOYMENT STATUS: | <b>At-Will</b>                     |
| REPORTS TO:        | <b>Fire Chief</b>                  |

**JOB SUMMARY:**

Under general direction of the Fire Chief, this position is responsible for administrative and operational work serving as the Division Chief - Logistics and managing the logistics division. Work includes performing complex supervisory, administrative and professional work related to strategic public safety and emergency services activities. Performs duties in a manner consistent with the stated values of the organization.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(The following examples are illustrative only and are not intended to be all-inclusive.) While the majority of the responsibilities involve management, limited staff availability may require the individual to actually perform some of the work. The District promotes collaborative relationships with staff and the benefits of receiving input from multiple sources.

- Responsible for planning, organizing, managing, and leading the functions of the Logistics Division. Works in conjunction with the Executive Staff to ensure efficient operations of assigned department activities. The Logistics Division functions will include the following:
  - Developing and overseeing a comprehensive fleet management program including:
    - scheduling repair and routine and non-routine maintenance as needed including managing delivery of vehicles to service centers
    - recommending division and program modifications to accommodate organizational and District growth
    - evaluating and recommending replacement of apparatus and equipment.
    - preparing and reviewing technical specifications for purchase of new vehicles and equipment.
    - developing and maintaining effective vendor relationships.
    - serving as a liaison with manufacturer representatives and vendors regarding equipment procurements and maintenance.
    - negotiating with manufacturers, suppliers, and vendors.
  - Ensures proper maintenance and up-keep of facilities and grounds is carried out.
    - Oversees the re-modeling, repair and maintenance of department facilities.
    - May provide oversight or significant input on development of new facilities
  - Developing and oversees a comprehensive capital management program including:

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- evaluating and recommending replacement of capital equipment.
  - preparing and reviewing technical specifications for purchase of new capital equipment.
  - developing and maintaining effective vendor relationships.
  - serving as a liaison with manufacturer representatives and vendors regarding equipment procurements and maintenance.
  - negotiating with manufacturers, suppliers, and vendors.
- Working closely with the Executive Staff to manage the emergency communications systems of the District including:
    - maintaining records and inventory of communications equipment,
    - ensuring the operability of the systems and district components
    - facilitating the repair of inoperable communications equipment or systems.
    - researching and recommending new communications technologies that enhance emergency scene operations
  - Responsible for developing, planning, organizing, and managing the department's information systems, hardware, and software, to include:
    - recommendations on technology and systems replacements and upgrades
    - working with different teams to develop specifications and procurement including monitoring and implementing, if beneficial, new technology systems, both hardware and software.
  - Responsible for ensuring an appropriate and effective resource and inventory management system is in place
  - Serves as the administrative officer providing oversight to the procurement of goods and services, including but not limited to, supplies, tools, equipment, communications equipment, uniforms, and protective clothing used and procured by the District.
- Supervises personnel including:
    - Assigns and plans work of others.
    - Establishes performance standards,
    - Coordinates activities and allocates personnel.
    - Makes decisions and recommendations related to staffing, performance evaluations, salary increases, and training.
    - Ensures compliance with applicable personnel guidelines and department policy
  - Coordinates and directs the development of Standard Operating Guidelines (SOGs) and Administrative Directives as they relate to the logistics division. Reviews and provides instructional guidance on departmental policies and procedures. Reviews and approves amendments designed to improve the effectiveness and efficiency of department operations.

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- Prepares and oversees periodic reports of the activities of the division for submission to the Chief.
- Prepares and submits annual logistics budget to the Fire Chief.

#### **OTHER DUTIES:**

- Participates in the Incident Command System. Responds to major incidents and assumes Command staff duties of the incident and emergency personnel as needed.
- Serves as a member of the department's Executive staff.
- May serve as Acting Fire Chief in the absence of the Fire Chief and Deputy Fire Chief.
- Performs other duties as assigned or required.

#### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to promote an organizational value system
- Ability to develop ideas and concepts from scratch to a working program including being creative, advocating for necessary change, and guiding people through change
- Ability to see idea potentials and have self-initiative to research their applications
- Ability to participate in team approaches to problem-solving and arrive at solutions or balances collaboratively
- Ability to anticipate required resources and materials.
- Ability to learn, operate, and maintain firefighting and emergency medical services equipment.
- Ability to learn and use various computer software applications.
- Ability to effectively communicate in verbal and written forms. Knowledge of the methods and equipment utilized in fire and EMS apparatus and equipment management to include vehicle replacement, apparatus and equipment maintenance, and repair techniques.
- Ability to follow directions and provide directions or guidance.
- Knowledge of building construction and the maintenance and repair of facilities.
- Knowledge of the acquisition, maintenance, and repair of communication and information systems.
- Knowledge and application of Microsoft Office applications
- Knowledge of personal exposure protection and prevention.
- Knowledge of District specific information as related to community facilities and locations.
- Knowledge of proper and safe work practices.
- Skill in speaking, reading, writing, and understanding English.
- Skill in developing systems of organization
- Skill to work independently in the absence of supervision.
- Skill to interpret applicable local, state and federal regulations and NFPA standards to ensure compliance.
- Skill to present complex ideas with audience-oriented styles
- Skill to interpret and analyze data and to produce effective reports, studies, and recommendations.

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- Strong communication skills to include clear oral and written communications.
- Skill to interpret and apply details policies, procedures, and guidelines.
- Skill to operate within the National Incident Management System

#### **QUALIFICATIONS:**

- Associates Degree in Business, Public Administration, or Emergency Services
- 7 years of supervisory experience
- 2 years of chief officer experience (preferred)
- Colorado Fire Officer II or equivalent
- Supervisory experiences with any combinations of:
  - General logistics systems
  - Fleet and Equipment management
  - Facilities management
  - Communication and Information Systems
- Valid Colorado Class R Driver's License
- American Heart Association CPR/AED Card within six (6) months of employment
- Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS) Classes:
  - ICS-100, Introduction to Incident Command System or equivalent
  - ICS-200, ICS for Single Resources and Initial Action Incidents or equivalent
  - ICS-300, Intermediate ICS within one year of employment
  - ICS-400, Advanced ICS within one year of employment
  - IS-700, National Incident Management System (NIMS), An Introduction
  - IS-800, National Response Framework, An Introduction

Must satisfactorily complete a criminal background check, driving record check, physical exam, polygraph, and psychological exam prior to commencing employment.

#### **OCCUPATIONAL DEMANDS:**

Duties may require an employee to work under extreme weather conditions and in environmental conditions of work site and may be exposed to hazardous work environments and personal danger during the day and night shifts. Exposures may include, but are not limited to extreme heat or cold, rain, snow, ice, pollutants, odors and fluids. Work may also be performed in an office setting. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance. Position requires the individual to work under various physically demanding conditions and requires the individual to maintain adequate conditioning and abilities. The physical demands and work environment described must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires work in a variety of locations and conditions, including but not limited to, the fire station and other similar work areas as well as emergency scenes of every type.
- Strenuous physical activity under extreme adverse conditions will be required periodically.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodations, which permits the employee to perform all duties involved in protecting

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life and property

- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment.
- The employee may be required to push, pull, lift, and/or carry up to 50 pounds.
- This position requires standing, balancing, running, walking, sitting, kneeling, stooping, bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching over head, reaching away from the body and repetitive motion.
- Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise
- This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
- Must be able to recall, process and apply detailed and complex emergency response protocols and guidelines.
- This position will involve periods of high physical, mental/or emotional stress in probable traumatic situations.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time as well as operate.