

# FIRE MAINTENANCE TECHNICIAN – Inventory Control

## Recruitment #2305-0916-002

<b>List Type</b>	Original
<b>Requesting Department</b>	FIRE - SUPPORT SERVICES BUREAU
<b>Open Date</b>	5/5/2023
<b>Filing Deadline</b>	5/30/2023 11:59:00 PM
<b>HR Analyst</b>	Jeff Harvey

### INTRODUCTION

*Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.*

### PURPOSE

The Fire Maintenance Technician (FMT) acts as the primary point of contact of the Milwaukee Fire Department (MFD) Construction and Maintenance Division stockroom including any auxiliary stockrooms and parts storage facilities across the department to ensure fire and medical companies remain in service and ready to respond to emergencies.

### ESSENTIAL FUNCTIONS

#### Stock and Part Room Operations:

- Order, track, and maintain departmental supplies, equipment, and inventory.
- Approve and edit orders based on individual computer-generated histories, as well as inspecting, condemning, or replacing equipment as needed.
- Conduct and oversee the annual physical inventory of all fire department equipment and supplies.
- Contact vendors and buyers to acquire items not readily available, and assist with recommendations for vendor supply contracts.

#### General MFD Supply Support:

- Make deliveries of firehouse and paramedic equipment, vendor parts, and supplies to and from various locations. Receive and track deliveries and put stock away, including using a forklift.
- Assist with filling firehouse, apparatus, and medical supply orders and procuring parts, supplies, and equipment.
- Pick up, deliver, and move supplies, equipment, furniture, vehicles, and apparatus to and from various locations.
- Operate a forklift to load and unload supplies and equipment.
- Perform general maintenance and cleaning duties for the shop and at certain dispersed MFD buildings and grounds, including snow plowing with a pickup or snow blower.
- Assist other shop personnel with repair and maintenance tasks.

*We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### CONDITIONS OF EMPLOYMENT

**The Fire Maintenance Technician must be willing and able to do the following:**

- Be subject to recall for emergencies.
- Perform heavy physical labor (exerting up to 100 lbs. of force occasionally, moving equipment up to 50 lbs. unassisted, and transferring objects weighing 10-20 lbs. frequently).
- Walk, stand, climb stairs, stoop and bend, and perform tasks that require repetitive motion.
- Withstand variable environmental conditions both indoors and out, such as heat, cold, fumes, oil, and dust.
- Drive all departmental vehicles, including heavy apparatus, and perform snow plowing duties.

## MINIMUM REQUIREMENTS

1. One and a half years of storekeeping experience (i.e., receiving, checking, storing, and distributing) related to the essential functions of this position.
2. Passing probation (one year) is contingent upon completing departmental training and demonstrating skill in competently and safely operating a forklift to unload freight trucks and driving all departmental vehicles, including fire apparatus.
3. Valid driver's license at time of appointment and throughout employment.

*Equivalent combinations of education and experience may be considered.*

**NOTICE:** Please do not attach your academic transcripts to your employment application. The hiring department will verify candidates' education as part of the background screening process prior to extending any job offers.

## DESIRABLE QUALIFICATIONS

- Commercial driver's license (CDL).

## KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

### Technical

- Knowledge of storekeeping, warehousing, and inventory procedures.
- Ability to use standard computer software, including Microsoft Word, Excel, and Outlook.
- Ability to read and understand job-related documents such as manuals, policies, and procedures.
- Ability to understand and follow verbal and written instructions.
- Ability to learn new software, systems, and equipment as they become available, including those related to inventory management and barcoding.
- Ability to read and interpret blueprints, forms, policies, and procedures.
- Ability to distinguish between letters and numbers to accurately document and identify commodities.
- Ability to understand and apply mechanical concepts to solve problems.
- Ability to maintain general cleanliness of vehicles and indoor facilities.
- Ability to perform outdoor maintenance duties, such as snow plowing with a pickup or snow blower.
- Ability to safely operate a forklift to load and unload supplies and equipment.

### Safety

- Knowledge of occupational hazards and safe work procedures in repair shops; ability to use all equipment safely, including departmental vehicles.
- Ability to monitor the work site vicinity, including pedestrian and vehicle traffic, to ensure the safety of the City employees and the public.

### Interpersonal and Judgment

- Customer service skills and the ability to work cooperatively in a team-oriented, collaborative environment with people whose backgrounds may differ from one's own.
- Organizational skills and the ability to maintain accurate work records.
- Verbal communication skills to effectively communicate over the phone or in person.
- Written communication skills to be able to write clear documents and correspondence.
- Ability to perform effectively independently, under pressure, and within tight timeframes.
- Honesty and the ability to safeguard all departmental property.

## CURRENT SALARY

The current salary range (Pay Range 7HN) is \$40,247-\$57,583 annually, and the resident incentive salary for City of Milwaukee residents is \$41,455-\$59,310. Appointment will be made in accordance with the provisions of the salary ordinance.

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Paid Parental Leave
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 12 Paid Holidays
- Paid Sick Leave and other paid leave
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

## SELECTION PROCESS

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of education, experience, and/or responses to supplemental questions; a written or performance test, a structured interview, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to structured interviews and performance examinations. Structured interviews may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The selection process will be held as soon as practical after the application deadline listed above. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the selection process components. Unless otherwise required by law, the City of Milwaukee will not provide alternative selection process dates or times. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

**NOTE:** Candidates must pass a Milwaukee Fire Department background investigation before hire.

## ADDITIONAL INFORMATION

- **APPLICATIONS** and further information may be accessed by visiting [www.jobapscloud.com/MIL](http://www.jobapscloud.com/MIL).
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202

## CONCLUSION

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*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*