

SOUTH KING

FIRE & RESCUE



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SOUTH KING FIRE & RESCUE JOB DESCRIPTION

LOGISTICS CLERK I

Non-Exempt

DEFINITION AND SCOPE OF RESPONSIBILITIES:

Logistics Clerk I provides clerical support for inbound and outbound logistical operations. Assists with inventory management, warehousing, and transportation activities. This position supports miscellaneous logistical functions, including assisting the Logistics Officer with administrative duties, supply organization, and general distribution. This role serves in a customer-oriented support capacity and provides service to internal and external stakeholders.

WORK WEEK AND HOURS:

The position is full-time, FLSA non-exempt, and regularly operates forty (40) hours per week under Article 14 of the Local 2024 Collective Bargaining Agreement. Employees may be assigned a five-day, eight-hour-per-day schedule (5/8) or a four-day, ten-hour-per-day schedule (4/10). Staff is expected to respond to after-hours calls if needed. Hours worked over the defined work schedule are paid at the overtime rate of one and one-half (1.5) times (X) the employee's regular hourly wage. The Employer may assign work and determine the duties of employees and assign hours at their discretion based on organizational need.

SUPERVISION RECEIVED:

Work is performed under the general supervision of the Officer of Logistics and/or the Director of Enterprise Services.

GENERAL FUNCTIONS:

- Operate a District vehicle to pick up, transport, and deliver such items as mail, supplies, freight, etc., in support of fire and business operations.
- Pick up, transport, and deliver firefighting and emergency medical equipment from fire stations and/or hospitals to other locations.
- Provides customer service by responding to phone calls, e-mails, and checking daily supply requests.
- Assists the Logistics Officer with order tracking, receiving shipments, asset inventory, and supply distribution.
- Receive and inspect parts for quality and accuracy and coordinate with vendors on damages and item shortages.
- Under the supervision of the Logistics Officer, practices established techniques to place products on the correct pallet, tote, or truck.

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An Equal Opportunity Employer

- Uses shrink wrap to hand-wrap pallets when necessary.
- Cleans and maintains the logistics building for organization, safety, and efficiency.
- Performs other work as assigned by their supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Warehouse or distribution experience.
- Data entry using computerized software.
- Operating a forklift.

Skills and Abilities:

- Basic computer skills with Microsoft Office.
- Basic Record-keeping and file-management skills.
- Problem-solving skills.
- Excellent written, verbal, and interpersonal communication skills
- Excellent customer service skills.
- Ability to organize, set goals, and execute tasks through completion.
- Ability to establish and maintain effective working relationships with others.
- Ability to read a map and locate destinations.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- High School Diploma or G.E.D. equivalent.

Desired Qualifications:

- Class B Commercial Driver's License (CDL)
- OSHA Compliant Forklift Operator Certification
- One (1) year of experience working in a warehouse operation.

OTHER REQUIREMENTS:

- Washington State driver's license and driving record free of serious or frequent violations.
- Must pass a criminal background check and drug screening.
- Must be available to work outside regular business hours when needed. Work more than 40 hours per week will be paid at the FLSA overtime rate.

TOOLS AND EQUIPMENT USED:

Personal computers, Microsoft Office Suite, printers, laptops, communications equipment, copier, etc. Required to operate and maintain vans, pickup trucks, and powered industrial trucks such as forklifts, hand trucks, dollies, and pallet jacks.

PHYSICAL DEMANDS:

An employee must be able to meet the physical demands described here to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must frequently walk, stand, sit, talk, and hear. Occasionally requires lifting or moving equipment up to 50 lbs. or more, with or without assistance. Often required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to climb ladders or balance, stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

Employees frequently work near moving mechanical parts. Employees occasionally work in outside weather conditions, are exposed to wet and humid conditions, and may be exposed to fumes, chemicals, and odors.

The noise level in the work environment can become moderately noisy to loud. All proper safety training, protective clothing, and hearing equipment are provided.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and requirements of the job change.

South King Fire and Rescue is proud to be an Equal Opportunity Employer and prohibits discrimination and harassment of any type toward current and prospective employees in accordance with federal, state, and local law.

Created 11/28/22