

Job Description

Supply Service Technician



Division/Branch/Department:	100,200,600 / 20	Reports To:	Logistics Supervisor
Job Code:		Employee Type:	
FLSA Status:	Non-Exempt	Date Prepared:	6/5/2000
Prepared By:	Tim Bonifay	Date Approved:	8/7/2010
Approved By:	Rudy Manfredi		

Summary

Maintain supplies, cleanliness and readiness of ambulances, bay area and supply areas and pick-up and delivery of supplies and equipment to outlying stations.

Essential Duties and Responsibilities

- Inventory ambulances
- Pick up equipment from hospitals and other locations
- Clean, disinfect and store equipment
- Maintain an accurate inventory of supplies and equipment
- Maintain cleanliness of all company vehicles
- Deliver supplies to outlying stations
- Refuel units as needed
- Maintain adequate oxygen tank level in units
- Maintain cleanliness of Station grounds
- Detail ambulances to include; waxing exterior, mopping and waxing pt. compartment floor, cleaning of tires, glass, etc.
- Maintain cleanliness of Supply Room and upstairs department areas
- Maintain orderliness and cleanliness of Bay to include washing and sweeping of Bay floor, removal of debris, trash, empty supply boxes, etc.

Other Duties

- Follow blood borne pathogen protocols
- Other duties as directed by upper management

Qualifications

- High school or GED
- Basic math, reading, and writing skills
- Current Driver's license and insurable by company's selected insurer
- Good phone skills and interpersonal skills
- Ability to follow written and verbal instructions
- Good computer operations skills

Supervisory Responsibilities

- None

Physical Demands

- Ability to lift 100 pounds to a height of twenty (20) inches
- Ability to perform work at or above shoulder level
- Ability to perform work while kneeling, stooping or squatting
- Ability to enter and exit a vehicle with a door/bumper height of eighteen (18) inches

Job Description

Supply Service Technician



Training

-

Decision Making

- Utilize time in efficient manner

Financial Responsibilities

-

Communication

-

Results of Action

-

Equipment Used

- Computer
- Phone and two-way radio
- Copier
- Fax
- Dolly

Work Environment

- Ability to work any hours (day and night) of day and week
- Ability to work irregular hours
- Able to work in any adverse weather conditions
- Work near moving vehicles
- Moderate noise including phones, and ambulance sirens
- Moderate to high pressure

Acknowledgement of Receipt of Job Description and Acceptance of Job Duties

I acknowledge that I have received this job description and I have been given the opportunity to review this document in full. I understand and accept all job duties as described in this document.

Print Name

Signature

Date