



CENTRAL SERVICES WORKER

DEFINITION

To collect and distribute mail and supplies to Fire Department, member city and vendor locations. To support Fleet and Facilities Manager with appropriate logistical and maintenance needs and to perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Fleet and Facilities Manager. Technical or functional supervision may also be provided by the Department Business Manager and Officers at the Battalion Chief rank or higher.

EXAMPLES OF DUTIES - The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of all the duties and responsibilities of the classification:

Collect, sort, and distribute mail.

Collect and deliver supplies.

Make repairs and perform maintenance on fleet of fire apparatus, light duty vehicles and trailers appropriate to skill level.

Perform maintenance and repairs on Department facilities appropriate to skill level.

Operate Department vehicles and related equipment.

Receive supplies and check for condition and discrepancies.

Arrange for the efficient and safe storage of stock, materials, and equipment.

Operate related office and Department equipment.

Demonstrate financial responsibility and appropriate record keeping for appropriate small purchases.

Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Materials, methods, and equipment used in Department logistical operations, including safety practices.

Ability to:

Effectively maintain, store, and disburse supplies, mail and related materials and property.

Work independently in the absence of supervision.

Safely operate Department vehicles.

Use small tools and equipment.

Safely operate equipment and manually handle a variety of supplies including heavy objects.

Follow written and verbal instructions.

Communicate clearly and concisely, both orally and in writing.

Learn and use a variety of computer software applications related to the work.

Establish and maintain effective working relationships with those contacted in the performance of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six months of work experience in a Public Safety related work environment, including volunteer work as a Fire Cadet or similar position, work experience in a warehouse facility or closely related position, or work experience in the construction or vehicle maintenance trades.

Education:

Equivalent to high school diploma.

License:

Possession of a valid California Driver's License and an acceptable driving record are required.

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ADA Special Requirement:

Essential duties require the following the physical abilities and work environment:

Ability to sit, stand, walk, crouch, squat, stoop, reach, twist, and lift 50 pounds; exposure to noise and chemical hazards.

Adopted Fire Board: 5/25/22

Employee Group: General

FLSA: Non-Exempt

Pre-Appt. Medical: Yes

Safety Sensitive: No

Form 700: No

Job Code: 5110