

FIRE CAPTAIN – LOGISTICS ASSIGNMENT

General Statement of Duties

This position manages the proper requisition, receipt, storage, inventory control, issuance, and record keeping operations of authorized supplies and materials, equipment, and apparatus for the Fire Rescue Department. The Logistics Captain may respond to fires, medical emergencies, hazardous materials incidents, rescues, traffic accidents, and other emergency and non-emergency incidents that pose a threat or hazard to life and/or property for the purpose of mitigating these threats.

Distinguishing Features of the Class

An employee in this class supports the mission of the Fire Rescue Department by providing supplies and equipment for fire suppression, emergency medical response, hazardous materials response, and technical rescue to five engine companies, one ladder company, two battalions, and all fire rescue department divisions to enable the department to respond and mitigate all emergencies effectively. Responsible for coordinating facilities maintenance needs; procurement, maintaining and supplying fire rescue department employees with uniforms, protective clothing, supplies, and materials, such as helmets, gloves, boots, turnout coats and pants. Work requires the employee to possess a complete understanding of fires, medical emergencies, hazardous materials incidents, rescues, traffic accidents, and other emergency and non-emergency incidents that pose a threat or hazard to life and/or property. Judgment and independence are required in most aspects of work, particularly in setting work priorities and directing staff. Work is performed under the general supervision of the Deputy Chief of Support Services through observation, reports, and discussions.

Essential Duties and Illustrative Examples of Work

Responsible for management of the department apparatus fleet and facility maintenance for the department's 5 fire stations, a training facility, associated structures and supplies including: supplies. Other duties include:

- Delivering station supplies as needed
- Cleaning and maintenance of equipment per NFPA and OSHA standards
- Inventory control
- Apparatus specification input

Enhances logistics capabilities and service through the use of technology; including electronic submission of requests for supplies, equipment, materials, and repairs to facilities.

Develops specifications for and procures parts, materials and supplies for the department according to town and department policies and procedures.

Maintains and develops procedures for storage and distribution of tools, parts, materials and supplies.

Assists in budget development for the Fire Rescue Department vehicles, equipment, station maintenance and other associated areas of responsibility.

Receives requests from staff, researches and determines the most appropriate procurement method, including ensuring requests for supplies, parts and materials follow the town's and department's purchasing guidelines and procurement policies.

Researches vendors, current catalogs, and online sources to determine the most competitive pricing for parts and equipment to be purchased, including discussing supply needs.

Verifies receipt and condition of incoming shipments, including verifying packing slips, quantity and quality of items received.

Handles returns and outgoing shipments.

Prepares and maintains accurate inventory records, reports, forms and other required documentation, including participating in annual physical inventory.

Performs general organization and maintenance of logistics storage.

Manages department fleet maintenance program and acts as department liaison to the town garage.

Attends training classes and meetings to learn about diagnostics, maintenance, repair and specification of apparatus and equipment.

May be subject to recall for emergency logistics and/or support needs outside of normal work hours.

Responds to incidents and performs all basic firefighting, emergency medical technician, and other hazard and threat mitigation functions including, using self-contained breathing apparatus, using portable extinguishers, monitoring radio transmissions and relaying messages, assessing and treating patients, and lifting and moving patients. These functions are often carried out using specialized tools and techniques.

Performs other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of fire / rescue / medical equipment, vehicles and facilities, with the ability to write specifications for the purchase or maintenance of these items or major components.

Knowledge of inventory procedures used in the ordering, receiving, storing, controlling and cataloging of materials including medications.

Ability to read and interpret a variety of vendor catalogs; and order supplies within established procedures.

Ability to repair and/or coordinate repairs with Town Public Services Department or vendors.

Ability to assist in emergency duties when requested.

Ability to use computer hardware and software (Word, Excel, etc.) and enter data accurately from a wide variety of source documents.

Ability to learn and become proficient with current or future software for inventory control and tracking of equipment.

Good written and oral communication skills; ability to follow written and oral instructions.

Ability to plan, organize and use mature judgment in evaluating situations and making decisions in accordance with established policy.

Considerable knowledge of the principles and practices of fire service management, and skill in their application.

Considerable knowledge of the National Incident Management System used by the Fire Rescue Department.

Ability to effectively supervise and evaluate the work of personnel, and to plan, assign, and coordinate activities performed by personnel.

Ability to support the values and goals of the department.

Ability to understand and follow oral and written instructions.

Ability to operate as a member of the team and establish and maintain effective relationships with persons encountered in the course of work.

Ability to remain in control and make sound decisions during high stress situations.

Working Conditions and Physical Requirements

Worker is exposed to the hazards of public safety and emergency services with significant risk of injury or loss of life being present in the work. Risks can be partially controlled by the use of safety precautions. In addition, improper actions can result in significant risk to others.

Worker may have contact with potentially infectious bodily fluids.

Work may be required while wearing a respirator or self-contained breathing apparatus.

Work may also be required to be performed in confined, high or elevated areas as well as in low visibility conditions.

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must possess the visual acuity to operate apparatus and other equipment. Must be able to perform moderate work exerting up to 50 pounds of force occasionally, 30 pounds of force frequently and up to 10 pounds of force constantly to move objects.

Desirable Education and Experience

High school diploma or equivalent degree supplemented with a combination of education and experience equivalent to an Associate's degree with courses in fire science, supervision and administration with considerable experience in the fire suppression and/or prevention.

Experience

Must have a minimum of two (2) years' experience as a Fire Engineer with the Town of Kernersville Fire Rescue Department

Special Requirements

- North Carolina Class B Driver's License (or equivalent State issued Driver's License)
- North Carolina Firefighter
- North Carolina Emergency Medical Technician
- North Carolina Hazardous Materials Level I Responder
- North Carolina Technical Rescuer - Technician Certification
- KFRD Relief Driver (internal certification)
- North Carolina General Level I Fire Instructor
- North Carolina Fire Officer II
- North Carolina Fire & Life Safety Educator I
- Fire Department Safety Officer's Association (FDSOA) Incident Safety Officer Class or National Fire Academy (NFA) Incident Safety Officer Class
- Blue Card Incident Command Certification
- Blue Card – Division Boss Workshop required within 24-months of being promoted to Captain
- KFRD Fire Officer Academy Graduate (Required prior to promotional processes held on or after 7/1/2026)

Must be obtained within approved timeframe:

- OSHA 30 Hour – General Industry Awareness Class

Additional Information

This position is classified as safety sensitive per the Town's Personnel Policy.

Fair Labor Standards Act (FLSA) Status

Non-exempt

2025