

City of Fort Worth, Texas

Job Description

Classification Title	Logistics Technician		
Job Code:	TC5850	Job Family:	Technical/Para-Professional
Pay Grade	504	Date Reviewed:	08/12/2024
FLSA Status	Nonexempt	Date Revised:	05/13/2025

GENERAL SUMMARY

Performs a variety of technical duties to include cleaning, inventory and restocking of ambulances in accordance with guidelines set by the City of Fort Worth and enforced by the Texas Department of State Health Services as well as the inventory and resupply of all associated medical kits and speed-load bins.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Safety sensitive position required to perform all essential duties and responsibilities at the highest levels at all times.
2. Cleans and decontaminates the outside and all inside compartments of emergency vehicles.
3. Accurately performs inventory and resupply of all deployable ambulances in accordance with policies and procedures.
4. Performs quality control inspections on durable medical equipment utilized for patient care.
5. Dispenses controlled substances according to established policies and procedures.
6. Operates company vehicles in accordance with all state and local laws on City streets, local highways and all City properties.
7. Handles and properly disposes of packing of biohazard materials.
8. Identifies unsafe conditions, neutralizes and informs supervisor of situation/action taken.
9. Assists in Emergency Mass Casualty Incidents (MCI).
10. Controls and documents the issuing of company assets and reports any discrepancies.
11. Accurately maintains logs and records for controlled substances and other required documentation.
12. Accurately handles narcotics in accordance with all policies and procedures
13. Maintains high level of physical, mental and emotional health required to perform the essential functions of this job.
14. On-call and overtime work required in emergencies and at other times as directed or assigned.

15. Performs other related duties as required.
16. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of product used in patient care area
 - Principles and practices of proper decontamination processes for all equipment.
 - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
 - Planning and prioritizing.
 - High attention to detail and organization/structure.
 - Observation and decision-making.
 - Organization and time management.
- **Ability to:**
 - Strong and effective verbal, written and interpersonal communication skills.
 - Familiarity with computers and Microsoft Office software.
 - Perform repetitive tasks and maintain a high level of accuracy.
 - Provide exceptional customer service addressing concerns as they arise.
 - Demonstrates passion, humility, integrity, a positive attitude, and is mission-driven and self-directed.
 - Ensure confidentiality of medical and all other discretionary information.
 - Regular and timely physical attendance during assigned work hours.
 - Establish and maintain effective working relationships .

MINIMUM JOB REQUIREMENTS

High school diploma/GED and no experience required.

OTHER REQUIREMENTS

Valid Texas Driver's License.

Must be able to drive an ambulance and having a driving record in compliance with policy regarding insurability.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor

ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, human excrement, blood, urine, mucous & tissue.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.