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Logistics Specialist

JOB CODE	JOB FAMILY	PROFILE
JCV425	**Business Services & Support**	**Logistics Specialist**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**February 13, 2026**

The Logistics Specialist supports the Fire Department's supply operations by overseeing the storage, inventory, and distribution of equipment and materials. Maintains the department's inventory system, processes orders, inspects and distributes gear and supplies, and ensures proper documentation and compliance with procurement procedures.

Job Description

DUTIES AND RESPONSIBILITIES

- Manage daily operations of the Fire Department's inventory and supply system.
- Maintain and update the department's inventory database; coordinate the distribution and delivery of supplies to all fire stations.
- Conduct regular inspections of bunker gear and report issues or replacement needs to logistics.
- Track and follow up on orders to ensure timely delivery; verify incoming shipments for accuracy in quantity and quality.
- Receive and inspect delivered supplies, materials, and equipment to confirm compliance with order specifications and contract pricing.
- Issue, stock, and organize supplies and equipment; ensure all inventory is accurately tracked and accounted for across County facilities.
- Coordinate and monitor vehicle fleet repairs.

- Maintain records of supply transactions, inventory levels, and asset movements.
- Use computer systems to log issues, returns, receipts, and back orders; input essential data in compliance with Purchasing guidelines.
- Unload, sort, label, and organize stock items to ensure accessibility; adjust inventory levels based on usage patterns.
- Deliver materials such as stationery, business cards, and related printed documents.
- Organize and maintain warehouse space for efficient material storage and handling; restock inventory manually as needed.
- Conduct monthly physical inventory checks and complete an annual full inventory count; manage the disposal of surplus items.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Four (4) years of work experience in inventory control, material handling or purchasing.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Most essential duties are performed indoors in a temperature-controlled environment.
- Indoor working surface is even and may be carpeted or tiled.

- Indoor surfaces are typically dry and may involve the use of stairs.
- Outdoor duties may be performed on uneven surfaces and asphalt when working in the warehouse yard.
- Employee must be physically able to lift and/or move equipment, supplies and materials handled at the County warehouse during the manufacture of signs.
- A warehouse ladder is used continually in the performance of indoor duties.
- Work hazards or potential work hazards include climbing warehouse ladders, heavy lifting, and other hazards with work performed in a warehouse.

EQUIPMENT, TOOLS, AND MATERIALS

- Worker uses a variety of warehouse equipment including calculators, computers, barcode scanners, plotters, copiers and binders.
- Worker uses a wide variety of work aids, including warehouse ladders, two-wheel dolly, four-wheel cart and barrel dolly.
- Worker uses an automobile, van, or light truck in deliveries.
- Worker also handles various items including furniture, cleaning equipment, auto parts, office furniture and cabinets, truck tires, batteries.