

**Professionally and compassionately helping people**



**PUGET SOUND  
REGIONAL FIRE AUTHORITY**

INTERNATIONALLY ACCREDITED FIRE AGENCY

# Supply Chain Supervisor

**CAREER OPPORTUNITY**

# RFA GOVERNANCE

Puget Sound Fire is governed by the Regional Fire Authority Board. This Board is comprised of six voting members and three non-voting members. Three members of the Board are appointed from ranks of the Kent City Council, three from the Board of Fire Commissioners for Fire District 37, one non-voting member from the Covington City Council, one non-voting member from the SeaTac City Council, and one non-voting member from Fire District 43. The Board's responsibilities are to oversee the budget and policy decisions and to ensure the department is successful in its mission of protecting our community.

## Department Overview

- 13 Fire Stations
- 3 Battalions
- 350+ full-time employees
- 28,000+ emergency responses in 2020



## THE DEPARTMENT

The Puget Sound RFA is a progressive, diverse, full spectrum life safety agency protecting more than 200,000 citizens. The men and women of Puget Sound Fire are proud to serve their citizens.

Puget Sound RFA is an internationally accredited full-service, all risk fire and rescue department that provides services to the citizens of Covington, Kent, SeaTac, Maple Valley and portions of unincorporated King County. Our workforce is approximately 350 employees and an annual budget of over \$78 million.

Under the leadership of the Strategic Resource Management Deputy Chief, the Supply Chain Supervisor will be a member of the Logistics team. This team serves the cities of Covington, Kent, SeaTac, Maple Valley and Renton in support of the mission of the fire department in a way that is efficient, effective and fiscally responsible to the communities served.

### CORE VALUES

**Integrity, Innovation, Inclusion and Service**

### MISSION

**To provide effective and sustainable services that meet the needs of a changing community with the resources entrusted to us.**

### VISION

**To be a trusted resource for building safe and healthy communities**

## APPLICATION & SELECTION

Application deadline:  
October 20th at 4:00 pm

Please apply at:

[www.pugetsoundfire.org](http://www.pugetsoundfire.org)

### SELECTION PROCESS:

Applicants will be reviewed for minimum qualifications.

Successful candidates will be invited to the first-round interviews.

Questions? Please contact Jennifer Zager, HR Specialist at 253-856-4309 or [JZager@pugetsoundfire.org](mailto:JZager@pugetsoundfire.org)



## EDUCATION AND EXPERIENCE REQUIRED:

### MINIMUM REQUIREMENTS:

#### *Education:*

Associates degree and credentials or Bachelors degree

#### *Experience:*

Six (6) years of increasingly responsible Logistics/Purchasing experience, including a minimum of two (2) years of lead, supervisory, and/or management experience.

#### *Preferred:*

Lean Six Sigma Certification and Supply Chain Management Certification. Experience with Munis.

#### *Or:*

In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential functions listed above.

### LICENSES AND OTHER REQUIREMENTS:

- Proficient with Microsoft Office 365 products such as Word, Excel, and Outlook.

## COMPENSATION & BENEFITS

The annual salary range for this position is: \$67,467 to \$101,200 with the following benefits in addition:

- Longevity Pay
- Education Incentive Pay
- Vacation: 96 hours annually
- Holidays: 12 paid holidays annually
- Sick Leave: 120 hours annually
- Bereavement Leave
- Health insurance: medical, dental and vision plans
- Retirement: PERS (Public Employees Retirement System).
- Deferred Compensation: PSF will contribute 3% of the employee's annual salary
- Life Insurance
- Long Term Disability
- Education Reimbursement

## THE IDEAL CANDIDATE

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directs and manages the day-to-day operations of the Civilian Supply Chain, coordinating workflow, fulfillment of inventory and service requests, and overall productivity and safety among the Civilian Supply Chain staff. Makes suggestions for policy and procedure updates that relate to Supply Chain. Provides leadership, guidance and manages all personnel issues relating to staff.
- Oversees warehousing and cross-docking function for station supplies, emergency and disaster supplies, personal protective and firefighting equipment, and EMS/medical equipment and supplies. Ensures inventory accuracy, effective turn time and the use of just-in-time efficiency standards.
- Acts as the Subject Matter Expert (SME) for ERP system.
- Oversees procurement processes, including evaluation of alternative products and materials and providing input regarding specifications and standards.
- Oversees management of vendor relationships, including vendor selection, performance, and warranty and service resolution. Ensures vendors meet RFA's quality and service standards.
- Oversees the distribution of all inventory and procured items, coordinating with Station Captains and department heads to ensure efficient and effective delivery.
- Coordinates with Administrative Division Chief to manage product selection programs with shift SMEs.
- Other duties as assigned.

### *Knowledge:*

- Applicable local, state, and federal laws, codes, regulations, and ordinances including working knowledge of related WAC's, NFPA standards, and various other related regulations.
- Supervisory principles and practices.
- Supply Chain practices.

### *Skills:*

- Provides strong supervisory, leadership, coaching and collaboration skills.
- Interpersonal skills using tact, patience, and courtesy.
- Detail orientated and organized.
- Effective oral communication and presentation skills.
- Conflict resolution and problem-solving skills.
- Performing research and analysis.