



GREATER NAPLES FIRE RESCUE DISTRICT MEMORANDUM

24-031

DATE: May 24, 2024
TO: All Personnel
FROM: Josh Bauer, Deputy Chief
SUBJECT: Temporary Staffing Opportunities in Support Services

The District is looking for interested parties to work in Support Services. Participating employees will gain valuable knowledge in areas outside of operations, which will help in future career path opportunities. At this time, we have two (2) temporary, full-time positions and several pre-scheduled overtime opportunities.

Two (2) Temporary Full-time Employees

We are in need of (2) Temporary full-time employees, committing to 40 hours a week. These positions, lasting less than one year, play a pivotal role in our operations and may be assigned duties from the list below. The District reserves the right to adjust the assigned duties as needs arise.

- Uniform ordering, tracking, and inventory
- PPE ordering, cleaning, repair tracking
- PPE Inspections
- SCBA repairs, ordering an inventory
- Fixed Asset inventory management
- New equipment inventory and processing
- Radio communications equipment inventory, programming, repair coordination, etc.
- Work order management

Overtime Opportunities – Pre-Scheduled

The District is seeking employees who are open to working pre-scheduled overtime. The District's needs determine the hours for these positions and are not guaranteed. However, employees can control their work schedule, with a maximum of 16 hours per week, unless approved by the Fire Chief or designee. Employees may be assigned duties from the list below. The District reserves the right to adjust the assigned duties as needs arise.

- Assisting logistics staff with warehouse work and inventory
- Performing deliveries



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- Assisting with transferring vehicles from district facilities to vendors and/or between facilities.
- Assisting Fleet technicians with fleet duties. The work performed will be under the supervision of an EVT.
- Completing data entry into district software programs.
- Small engine repairs and maintenance.
- Assisting with Facility Maintenance and supplies.
- Assisting with Fleet and shop inventory.
- Assisting with facilities repairs.

Overtime will be Monday through Friday. If additional needs arise, overtime on weekends is at the discretion of the Fire Chief or designee. Overtime will be distributed equally based on two lists, one for Logistics and one for Fleet. The lists and overtime will be tracked in Crew Sense. Overtime will be distributed fairly among approved employees based on a list of skills and abilities.

How To Apply

Interested members are asked to send an email to hr@gnfire.org by **June 7, 2024**, indicating their interest in the position and what skills and abilities they possess that would make them a good fit. Depending on the number of interested members, the District may conduct an interview process.
