



# GOLDER RANCH FIRE DISTRICT

[www.grfdaz.gov](http://www.grfdaz.gov)

## JOB ANNOUNCEMENT

**Procurement & Supply Specialist**  
Pay Grade 14 (Non-Exempt)

**Starting Wage \$22.63/hr**  
*(Estimated Annual Wage \$47,064.68)*  
**\*Plus Excellent Benefits Package\***

### Primary Function:

The primary function of this position is to arrange for the purchase of assigned commodities and services. The incumbent provides technical expertise and support in installing, repairing, maintaining, evaluating and overseeing fire, EMS, fleet, and facility related equipment needs. The incumbent performs work independently under minimal supervision.

### Minimum Qualifications:

- High school diploma or GED equivalent.
- Two (2) years work experience as a buyer involving the procurement of a variety of supplies, materials, equipment, and services.
- Forklift certification, must be obtained within one year of appointment to position.
- Sixteen (16) hours formal OSHA training on Respiratory Protection (fit testing), must be obtained within one year of appointment to position.
- Must possess and maintain a valid Arizona driver's license with acceptable driving record.

### Preferred Qualifications:

- Associates Degree in Public or Business Administration or related field from an accredited college or university recognized by the US Department of Education.
- Certified Public Purchasing Buyer (CPPB) Certification.
- Firefighter I & II Certified.
- Prior purchasing experience in emergency response and/or government procurement.

**Safety Sensitive:** this job is designated by GRFD as a safety-sensitive position because it includes tasks or duties that GRFD, in good faith, believes could affect the safety or health of the employee performing the task or others (ARS 23-493). This job may require the operation of a motor vehicle, equipment, machinery, or power tools. An applicant or incumbent may be disqualified, disciplined, or terminated, if they are determined to be positive for marijuana or its metabolites, regardless of cardholder status.

**Complete job description is available online at [www.grfdaz.gov/careers](http://www.grfdaz.gov/careers)**

**Complete the application process** through the ADP website by clicking [HERE](#). *If your application is incomplete, you will **not** be selected to move forward in this process.*

If you encounter any issues when completing the application process through the website, please contact the GRFD HR Department at (520) 825-9001.

**This recruitment is designated as "Open Until Filled"  
with first screening of applications Monday, April 25, 2022.**



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**Selection process may consist of:**

Application screening, skills assessment, credibility assessment, and interview(s). The pre-employment process for the successful candidate may include, but is not limited to background checks (i.e. driving record, criminal history, etc.), physical examination, drug screen, and reference checks.

**Candidate Notification:**

*All candidate notifications will be completed by email. Please ensure you have entered your email address correctly before submitting your application.*

**Benefits for this position include:**

Medical, Dental, Vision, and Life Insurances, Employee Assistance Program (EAP), Paid Time Off (PTO), 11 Paid Holidays annually, Arizona State Retirement System (ASRS), the opportunity to participate in self-funded 457 Plans and a variety of supplemental insurance plans.

**Preference Points defined:**

The District will apply civil service preference points for veterans pursuant to ARS §38-492.

**Reasonable Accommodation Request:**

Applicants with disabilities requiring reasonable accommodation for this process must contact Human Resources at (520) 825-9001 option 6, no later than 5:00 pm, Friday, April 15, 2022.

***Golder Ranch Fire District is a Drug and Tobacco Free Workplace  
and an Equal Opportunity Employer***