

LOGISTICS SPECIALIST POSITION DESCRIPTION

Position Specific Requirements:

The Logistics Specialist is responsible for ensuring the preparation and maintenance of the task force equipment cache. The Logistics Specialist reports directly to the Logistics Team Manager.

Description of Duties:

The Logistics Specialist is responsible for:

- Coordinating the packaging, transporting, distribution, and maintenance of the Task Force equipment cache prior, during, and subsequent to mission assignments
- Coordinating with military and/or civilian officials for transportation needs
- Procuring equipment as directed by the Logistics Team Manager
- Ensuring accountability and security of the task force equipment cache
- Maintaining accurate and timely records and reports
- Adhering to all safety procedures
- Maintains and repairs the task force equipment cache
- Assist with over-all management of task force facilities and fleet
- Coordinate and direct Support Specialists (when staffed)
- Performing additional tasks or duties as assigned

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to deploy as a Logistics Specialist in support of Resource's activities. The intent of these requirements is to select personnel capable of managing the logistics needs of the Task Force in the urban disaster environment.

Required Training:

The Logistics Specialist shall:

1. Complete all General Training requirements.
2. Complete FEMA National US&R Response System GPS Awareness Level course or equivalent
3. Complete the FEMA National US&R Response System Logistics Specialist course, or equivalent
4. Complete OSHA 29 CFR 1910.178 (forklift training) course
 - a. Complete refresher training as required for OSHA 29 CFR, 1910.178.
5. Complete a DOT Hazardous Materials Handler/Packer/Labeler course as established by 49 CFR, Part 172.704

Recommended Training:

The Logistics Specialist should:

1. Complete Ordering Manager course (J-252)
2. Complete Receiving and Distribution Manager course (J-253)
3. Complete Base Camp Manager course (J-254)
4. Complete Equipment Manager course (J-255)
5. Complete Security Manager course (J-259)
6. Complete and maintain certification as a Certifying Official for Transportation Requirements and Regulations – Air and Ground
 - a. IATA
 - b. Title 49 CFR

c. AFMAN 24-204