

FEMA US&R RESPONSE SYSTEM
Position Description
LOGISTICS SPECIALIST

The Logistics Specialist is responsible for managing the equipment cache for the task force during incident operations. The Logistics Specialist reports directly to the Technical Team Manager.

Description of Duties

The Logistics Specialist is responsible for:

- Maintaining the equipment cache in an appropriate state of readiness for immediate deployment.
- Packaging, transporting, distributing, and the maintenance of the task force equipment cache during mission assignments.
- Coordinating with military and civilian transport officials for all cache logistics.
- Procuring equipment during the mobilization phase as appropriate.
- Procuring items on site through coordination with Technical Team Manager.
- Accountability and security of all components of the task force equipment cache.
- Maintaining appropriate records and reports.
- Adhering to all safety procedures.
- Performing additional tasks or duties as assigned during a mission.
- Accountability, maintenance, and minor repairs for all issued equipment.
- Processing prepositioned purchase orders on file for execution upon assigned activation.

Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Logistics Specialists in the FEMA US&R Response System. The intent of these requirements is to select personnel capable of managing the logistics needs of the task force in the urban disaster environment. The requirements and criteria for the position are identified in the following categories:

Knowledge
Skills
Abilities

Knowledge

1. Must have practical knowledge of the terminology and capabilities of all items in the equipment cache.
2. Must have a comprehensive knowledge of the equipment inventory and tracking procedures as defined in the FEMA US&R Property Accountability System.
3. Must be familiar with the weights and volumes of the cache components, military and civilian air cargo regulations, equipment fuel requirements, and the environmental limitations of sensitive equipment and supplies.

4. Must be adequately certified to perform the duties of a shipper of dangerous goods as directed in CFR 49, AFJAM 24-204 IATA.
5. Must have completed the FEMA Logistics Specialist Course.

Skills (see general *requirements*)

Abilities

1. Must have mechanical aptitude and the ability to maintain and perform minor equipment repairs in the field.
2. Ability to keep good records and documentation.
3. Ability to effectively organize and plan during crisis situations.
4. Ability to anticipate and improvise so as to fulfill unexpected users' needs.
5. Have experience and training in personal safety in confined spaces, and in below-grade, compromised conditions.
6. Must be able to communicate effectively orally and in writing.