

FEMA US&R RESPONSE SYSTEM
Position Description
LOGISTICS TEAM MANAGER

The Logistics Team Manager is responsible for managing the Logistics function and supervising the task force Logistics Specialist, Communications Specialist, and Support Specialist. The Logistics Team Manager reports directly to the Task Force Leader.

Description of Duties

The Logistics Team Manager is responsible for:

- Coordinating, managing, and supervising all logistical activities.
- Adhering to all safety procedures.
- Ensuring that all assigned personnel are kept informed of status changes.
- Providing situation reports and maintaining records and reports
- Preparing performance evaluations for assigned personnel.
- Providing accountability, maintenance, and repairs for all Task Force equipment.
- Performing additional tasks or duties as assigned during a mission.

Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Logistics Team Managers in the NEW JERSEY US&R Response System. The intent of these requirements is to select functional managers capable of effectively managing and supervising the logistical component in the urban disaster environment. The requirements and criteria for the position are identified in the following categories.

- Knowledge
- Skills
- Abilities

Knowledge

The Logistics Team Manger must:

1. Be knowledgeable about the development and use of integrated action planning concepts and processes.
2. Have a general knowledge of, information collection and recording, communications systems, and equipment management procedures.
3. Have knowledge of US&R operations, strategy, and tactics.

4. Be knowledgeable in the application of available technology to support US&R operations.
5. Have general knowledge of basic building materials and techniques.
6. Must have a knowledge of supervisory and personnel management practices.

Skills (see general requirements)

Abilities

The Logistics Team Manager must:

1. Be able to improvise, resolve conflicts, and solve problems.
2. Be able to manage assigned personnel, specialized equipment, and local support resources during disaster situations.
3. Be able to effectively communicate orally and in writing.