

LOGISTICS MANAGER

Position Description

The Logistics Manager is responsible for managing the equipment cache for the task force. The Logistics Manager reports directly to the Task Force Leader.

Description of Duties

The Logistics Manager is responsible for:

- Coordinating, managing, and supervising all logistic, communication, and Structural Specialist activities.
- Supervising the following positions:

1. Structures Specialist

2. Communications Specialist

3. Logistics Specialist

4. Security Specialist

- Adhering to all safety procedures
- Determining the technical component organizational and logistics needs.
- Receiving briefings and situation reports and ensures that all supervised personnel are kept informed of status changes.
- Maintain and provide records and reports
- Accountability, maintenance, and minor repairs for all issued 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 Managers in the FEMA 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

1. Must possess an awareness of other disaster organizations
2. Knowledgeable about the development and use of integrated action planning concepts and processes
3. Must have a good working knowledge of collection, recording, and equipment management procedures
4. Must have a general knowledge of general knowledge of building construction, and communications systems
5. Must have knowledge of US&R operations
6. Knowledge of the application of available technology to support US&R operations
7. General knowledge of basic building materials, including:
 - Basic understanding of design and construction techniques of wood, masonry, concrete, and steel
 - Basic understanding of the construction techniques utilizing architectural materials, shoring and bracing techniques, primarily un-reinforced masonry, and concrete
8. General awareness of behavior of structures under adverse loading conditions
9. Must have an awareness of the hazards associated with the various disaster environments.
10. Must be familiar with the structural features and conditions that contribute to a high probability of victim survival in a collapsed structure
11. Must have a knowledge of supervisory and personnel management skills.
12. Must have practical knowledge of the terminology and capabilities of all items in the equipment cache
13. Must have a comprehensive knowledge of the equipment inventory and tracking procedures as defined in the FEMA US&R Property Accountability System

Skills (see general requirements)

Abilities

1. Must possess good interagency coordination skills, work well with technical experts, local officials, and other organizations.
2. Must be able to be flexible, to improvise, resolve conflicts, and solve problems.

3. Ability to manage assigned personnel, specialized equipment, and local support resources during disaster situations

4. Ability to effectively communicate orally and in writing