



# Virginia Task Force 2

## Urban Search and Rescue

Administrative Manual

3.04d Position Description:  
Logistics Coordinator

March 2019

## Position Descriptions

### **Logistics Coordinator Position Description**

(City of Va. Beach Job Classification: Storekeeper III)

### **Summary Position Description**

Perform responsible logistical support for the task force including cache equipment, transportation assets and warehouse facility.

### **Critical Elements Performed**

Responsible for the inventory of all task force equipment cache's worth over 3 million dollars. Maintains the transportation fleet that includes tractor trailers, straight trucks, command vehicles, forklift and other support vehicles; maintains the warehouse space that houses the task force cache; assists the equipment comptroller with maintenance and inventory of personal clothing and protective equipment; ensures the task force equipment is ready to deploy as a type I or type III configuration; ensures all cache items are maintained in accordance with manufacturers recommendations; ensures all federal mandates and laws concerning hazardous materials are followed concerning transportation of task force cache assets; procurement of task force equipment through ViBES software program and adheres to City of Virginia Beach procurement procedures; closely works with the Logistics Component manager to ensure all logistical assets are prepared for air or ground deployment.

### **Performance Standards**

Performs maintenance of cache items in accordance with manufacturers recommendations; oversees inventory of the equipment cache on an annual basis; maintains warehouse security devices and equipment; maintains transportation assets and ensures all inspections are current and up to date; maintains VATF 2 US&R site to meet the requirements and criteria outlined in the SCT course; ensures VATF2's canine site retains its Type I certification requirements.

### **Knowledge, Skills and Abilities Required to Perform Satisfactorily**

#### **Knowledge**

- Knowledge of mechanical systems of cache items
- Knowledge of vehicle maintenance procedures and mechanical systems
- Knowledge of US&R cache list requirements and program directives relating to cache items
- Knowledge of Federal, State and Local laws applicable to transportation assets



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- Knowledge of software requirements related to Total Assets Visibility and Logistical Support System
- Knowledge of personal clothing and protective equipment requirements of deployable members.

### Skills

- Skills required to repair and maintain cache items
- Skills to develop trailer load plans for a type I and type III configuration for ground and air transportation
- Skilled in the operation of forklifts and heavy equipment
- Skills to research Federal Laws and mandates/laws concerning hazardous materials
- Skilled in driving large vehicles and maintain a CDL license.

### Abilities

- Ability to perform minor repairs to cache items and recognize when manufacture repairs are required
- Ability to operate machinery
- Ability to communicate orally and in writing
- Ability to perform basic office activities such as filing and operating office equipment
- Ability to work with component leaders and team members

### Minimum Qualifications

Requires any combination of education (above high school level) and/or experience equivalent to six years in fields providing knowledge, skills and abilities associated with such position as logistics specialist, field supervision with heavy machinery experience.