

OREGON TASK FORCE 1

URBAN SEARCH & RESCUE

POSITION DESCRIPTION

LOGISTICS MANAGER



Functional Description

The Logistics Manager is responsible for managing and supervising the equipment cache for the Oregon US&R Task Force during incident operations. The Logistics Manager reports directly to the Task Force Leader.

Description of Duties

The Logistics Manager is responsible for:

1. Maintaining the equipment cache in an appropriate state of readiness for immediate deployment.
2. Developing and implementing the logistics components of the Task Force Action Plan.
3. Responsible to oversee and supervise the packaging, transporting, distributing, and the maintenance of the Task Force equipment cache during mission assignments.
4. Coordinating with military and civilian transport officials for all cache logistics.
5. Procuring equipment during the mobilization phase as appropriate.
6. Accountability and security of all components of the Task Force equipment cache.
7. Maintaining appropriate records and reports.
8. Preparing performance evaluations for assigned personnel.
9. Performing additional tasks or duties as assigned during a mission.
10. Accountability, maintenance, and minor repairs for all issued equipment.
11. Processing pre-positioned 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 a Logistics Manager in the Oregon Task Force. The intent of these requirements is to select functional managers capable of effectively managing and supervising the Logistics component in the urban disaster environment.

Task Force General Requirements

- A. Must be physically fit as governed by the sponsoring organization.
- B. When on assigned rotation able to mobilize within 30 minutes of request and be self sufficient for at least 72 hours.
- C. Must be capable of improvising and functioning for long hours under adverse conditions.
- D. Must be able to function safely at heights and on or around rubble.
- E. Must be aware of the signs, symptoms, and corrective measures of critical incident stress syndrome.
- F. Must understand and adhere to safe working practices and procedures as required in the urban disaster environment.

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- G. Must have a working knowledge of the Oregon US&R Response Systems and organizational structures, operating procedures, safety practices, terminology, knowledge of all task force equipment, and communications protocols.
- H. Must have successfully completed, as a minimum, the First Responder Operations Level for Hazardous Materials per OSHA Standard 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response or equivalent.
- I. Must understand the needs of and provide support to their counterparts with the task force specific operations, techniques and application of tools and equipment.
- J. Must be current on annual training on Bloodborne Pathogens per 29 CFR 1910.1030 Standard on Bloodborne Pathogens (Oregon OSHA OAR 437, Division 2/Z, Toxic and Hazardous Substances).

Skills

- 1. Must be able to be flexible, to improvise, resolve conflicts, and solve problems.
- 2. Ability to keep good records and documentation.
- 3. Ability to effectively organize and plan during crisis situations.
- 4. Ability to manage assigned personnel, specialized equipment, and local support resources during disaster situations.
- 5. Ability to effectively communicate orally and in writing.
- 6. Must possess an awareness of other disaster organizations.
- 7. Must have a knowledge of supervisory and personnel management skills.
- 8. 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.
- 9. Must have practical knowledge of the terminology and capabilities of all items in the equipment cache.

Training requirements Logistics Manager

- 1. Successful completion by 06/01/2006
 - a. Critical Incident stress Debriefing (CISD) training.
 - b. OR-TF1-Cache Course
- 2. Successful completion by 06/01/2007
 - a. FEMA Structural Collapse Technician – 80 hour course
 - b. Meets or exceeds DPSST Technician Level for Rope, CSR, Trench, and Vehicle/Heavy Machinery.
 - c. Incident command system (I-300) or equivalent
- 3. National Fire Academy Incident Command for Structural Collapse incidents (ICSSCI)
- 4. OR-TF1- Inventory Control Course