

California Fire & Rescue Training Authority		
MANUAL OF OPERATIONS		
JOB DESCRIPTIONS		
Section Title	Logistics	
Section Number	207.01	Effective Date 8//03
		Revision Date

LOGISTICS SPECIALIST

Under general direction, the Logistics Specialist provides support service and assistance to instructors and staff of the JPA when a hands-on class is delivered. The Logistics Specialist's duties will include, but are not limited to, performing purchases/maintenance of tools, props and equipment for classes; maintenance and set-up/ dismantle classrooms and training props, pickup/deliveries, and other duties necessary to meet the business needs of the JPA facilities.

ESSENTIAL JOB FUNCTIONS

Support hands-on classes through logistical functions.

Performs miscellaneous errands, purchase expendable items, service, fuel and expedite repairs as needed for Urban Search & rescue tools/equipment.

Coordinate with instructors regarding class support needs, including supplies, copies, food, facilities, medical, and communication issues.

Set up JPA Classrooms and meeting rooms as directed.

Drive commercial equipment, including fire apparatus.

ADDITIONAL JOB FUNCTIONS:

Perform pickup and delivery of support materials.

Performs other duties or tasks as assigned by the instructors or JPA administration or designee in meeting and achieving the goals, objectives and policies of the JPA.

QUALIFICATIONS:

Must be at least 18 years of age.

Possess a high school diploma or equivalent GED certificate.

Possess and maintain a valid Class "B" or appropriate California Driver's License and certification.

ABILITY TO:

Maintain and perform minor repairs of Urban Search & Rescue tools and equipment.

Effectively communicate in oral and/or written form.

Operate communication equipment including two-way radio and public telephone.

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Establish and maintain a harmonious and effective working relationship with other employees and the public.

Work independently to resolve problems.

Maintain integrity, honesty, reliability and cooperation.

Adhere to all policies of the JPA.

PHYSICAL REQUIREMENTS:

Maintain physical ability and stamina to meet the essential job functions, which include as a minimum:

Relocate materials with weights up to 60 pounds.

Stand, sit, stoop, bend, squat, reach, grasp.

Operate and communicate over a public address system.

Shall not pose a direct threat to self, other individuals in the workplace or the public.