

# California Fire & Rescue Training Authority

## POLICY HANDBOOK

**POLICY TITLE:** Logistics Specialist  
**POLICY NUMBER:** 2325

**Issue Date:** 5/30/2003  
**Revised:**

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### 2325.1 General Job Description

Under general direction, the Logistics Specialist provides support service and assistance to instructors and staff of the Authority 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 Authority facilities.

### 2325.2 Essential Job Functions:

- 2325.2.1 Support hands-on classes through logistical functions.
- 2325.2.2 Performs miscellaneous errands, purchase expendable items, service, fuel and expedite repairs as needed for Urban Search & Rescue tools/equipment.
- 2325.2.3 Coordinate with instructors regarding class support needs, including supplies, copies, food, facilities, medical, and communication issues.
- 2325.2.4 Set up Authority Classrooms and meeting rooms as directed.
- 2325.2.5 Drive commercial equipment, including fire apparatus.

### 2325.3 Additional Job Functions:

- 2325.3.1 Perform pickup and delivery of support materials.
- 2325.3.2 Performs other duties or tasks as assigned by the instructors or Authority administration or designee in meeting and achieving the goals, objectives and policies of the Authority.

### 2325.4 Qualifications:

- 2325.4.1 Education:
  - 2325.4.1.1 Possess a high school diploma or equivalent GED certificate.
  - 2325.4.1.2 Possess and maintain a valid Class "B" or appropriate California Driver's License and certification.

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- 2325.4.2** Ability To:
- 2325.4.2.1** Maintain and perform minor repairs of Urban Search & Rescue tools and equipment.
  - 2325.4.2.2** Effectively communicate in oral and/or written form.
  - 2325.4.2.3** Operate communication equipment including two-way radio and public telephone.
  - 2325.4.2.4** Establish and maintain a harmonious and effective working relationship with other employees and the public.
  - 2325.4.2.5** Work independently to resolve problems.
  - 2325.4.2.6** Maintain integrity, honesty, reliability and cooperation.
  - 2325.4.2.7** Adhere to all policies of the Authority.
- 2325.4.3** Age:
- Must be at least 18 years of age.
- 2325.4.4** Physical Requirements:
- Maintain physical ability and stamina to meet the essential job functions, which include as a minimum:
- 2325.4.4.1** Relocate materials with weights up to 60 pounds.
  - 2325.4.4.2** Stand, sit, stoop, bend, squat, reach, grasp.
  - 2325.4.4.3** Operate and communicate over a public address system.
  - 2325.4.4.4** Shall not pose a direct threat to self, other individuals in the workplace or the public.