

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: Logistics Specialist
POLICY NUMBER: 2348

Issue Date: 5/30/2003
Revised:

2348.1 General Job Description

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.

2348.2 ESSENTIAL JOB FUNCTIONS:

- (a) Support hands-on classes through logistical functions.
- (b) Performs miscellaneous errands, purchase expendable items, service, fuel and expedite repairs as needed for Urban Search & rescue tools/equipment.
- (c) Coordinate with instructors regarding class support needs, including supplies, copies, food, facilities, medical, and communication issues.
- (d) Set up JPA Classrooms and meeting rooms as directed.
- (e) Drive commercial equipment, including fire apparatus.

2348.3 ADDITIONAL JOB FUNCTIONS:

- (a) Perform pickup and delivery of support materials.
- (b) 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.

2348.4 QUALIFICATIONS:

2348.4.1 EDUCATION:

- (a) Possess a high school diploma or equivalent GED certificate.
- (b) Possess and maintain a valid Class "B" or appropriate California Driver's License and certification.

2348.4.2 ABILITY TO:

- (a) Maintain and perform minor repairs of Urban Search & Rescue tools and equipment.
- (b) Effectively communicate in oral and/or written form.

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- (c) Operate communication equipment including two-way radio and public telephone.
- (d) Establish and maintain a harmonious and effective working relationship with other employees and the public.
- (e) Work independently to resolve problems.
- (f) Maintain integrity, honesty, reliability and cooperation.
- (g) Adhere to all policies of the JPA.

2348.4.3 AGE:

Must be at least 18 years of age.

2348.4.4 PHYSICAL REQUIREMENTS:

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

- (a) Relocate materials with weights up to 60 pounds.
- (b) Stand, sit, stoop, bend, squat, reach, grasp.
- (c) Operate and communicate over a public address system.
- (d) Shall not pose a direct threat to self, other individuals in the workplace or the public.