



## EMERGENCY MANAGEMENT LOGISTIC COORDINATOR

**Department:** Emergency Management  
**Job Class:** 274600  
**Pay Range:** Professional 05

**FLSA:** Non-exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Classification descriptions are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is highly responsible work in the field of Emergency Management. An employee in this class is responsible for coordinating the operation of equipment and supply functions consistent with disaster operating policies, established plans, and regulatory guidance. The Logistic Coordinator will assist with developing operational guidelines, policies, and procedures to supply and maintain emergency equipment and supplies and deploy these materials during emergency operations. The Logistic Coordinator will maintain the capability to assemble and dispatch state, federal, and volunteer group resources in response to major emergencies and disasters. The Logistic Coordinator may plan, assign, and/or lead the work of others.

### **ESSENTIAL FUNCTIONS:**

- Coordinate warehouse operations, including loading, unloading, stocking and issuing material, equipment and supplies and prepare and review inventory control records and reports, and monitor inventory databases.
- Coordinate the disposal of surplus property or spoiled products and the arrangement and rotation of merchandise.
- Develop inventory control program guidelines and policies, reconciles inventory records with asset accounting records, and resolves inventory reporting discrepancies.
- Review and maintain records of purchases, assigns inventory numbers to items, and monitors inventory and stock control records following agency guidelines.
- Control use and maintenance of assigned material handling equipment and vehicles and identifies need for additional equipment as well as Operate industrial material handling equipment, forklifts, pallet jacks and trailers.
- Coordinate the demobilization of logistics resources in the aftermath of emergency operations, including return of equipment and supplies, cleaning, sanitizing, preservation, and update of inventories.
- Review property management procedures, policies, and controls and recommends improvements and monitor implementation.
- Support logistics services functions of disaster operations and provides maintenance support to facilities and staff.
- Develop, identify, and update standards for training, licensing and certification for the department. Implement and monitor training programs for assigned staff.
- Read and interpret plans, drawings, and equipment manuals.
- Utilize computer-based maintenance and asset management system to maintain appropriate records and provide required reports and documentation; train staff and monitor to ensure systems are effectively used.
- Coordinate and/or perform repair and maintenance of equipment and vehicles.
- Assist in the development of division plans and goals; attend meetings as scheduled.
- Research, develop and maintain aspects of the Pierce County Comprehensive Emergency Management

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##### Plan

- Act as a Duty Officer to respond to Department of Emergency Management responsibilities during regular and non-business hours.
- Represent the Emergency Management Program Manager and Department at public meetings.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet the travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position. Ability to lift a minimum of 50 lbs.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

#### **OTHER JOB FUNCTIONS**

- Assign work to a specific work unit and ensure tasks are completed correctly and timely.
- May approve leave requests and work schedules.
- Provide input on performance evaluations.
- Perform other related duties as required.

**SUPERVISION RECEIVED AND EXERCISED:** Incumbents work independently and work is performed under the general direction of an administrative supervisor and is reviewed through observations, conferences and reports. This position does not supervise others but may plan, assign, train and/or lead the work of program volunteers or employees.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed primarily in an office/warehouse environment, occasionally outdoors and subject to all types of environmental and physical conditions. Travel to various work sites and/or meeting locations is required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work at a work station is required. Work is subject to frequent interruptions, normal office noise and exposure to higher than normal noise levels during emergency situations. Occasional exposure to verbally hostile or confrontational citizens and/or public groups may be expected. Availability for after-hour and weekend work is required. Must have the ability to operate outside of normal working hours on a twelve (12) hour shift during activations of the DEM Operations Center.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. An Emergency Management Logistic Coordinator may be exposed to physically hazardous situations, personal danger and bio-hazardous materials while assisting with emergency situations. This classification has a variety of physical requirements of varying degrees based on numerous differing work circumstances, however ability to lift a minimum of 50 lbs. is required. Required physical activities during those times are running, jumping, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling both objects and people. Adequate vision and manual dexterity are required to operate computers, tools and install and/or repair electronic equipment. Incumbents are required to work within confined spaces and at heights. Driving of vehicles and operating a variety of large equipment, at times in dangerous weather and terrain conditions, is required.

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### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **Knowledge of:**

- Operation, maintenance and repair of pumps, motors, electrical and electronic equipment, telemetry and camera systems, vehicles, forklifts and other systems.
- Safety, health, and infection control hazards and safe work practices and procedures.
- Training, licensing and certification standards for general and specialized maintenance and operations programs.
- Principles and practices of emergency management program operations, including development, planning, coordination, monitoring, evaluation and problem solving.
- Related federal, state and local laws regarding emergency management operations and funding.
- Emergency management program strategies, evaluation measures, and assessment measures.
- Current trends and developments in emergency management.

#### **Skill in:**

- The use of job-related systems software, spreadsheet software and computers at a proficient level.
- Coordinating and leading a variety of individuals and groups toward establishing and attaining program or project goals and objectives.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Goal and objective setting.
- Use and operation of personal computer, word processing and related spreadsheet material.
- Interpersonal communications.
- Written and verbal communications and presentations.
- Team building, leadership and motivation.
- Problem resolution.

#### **Ability to:**

- Plan, assign and coordinate work of co-workers.
- Develop, plan, organize, manage and coordinate emergency management programs and projects.
- Communicate effectively to express ideas and convey complex information, both verbally and in writing with co-workers, the public, and a variety of agencies and officials.
- Utilize a personal computer and related software packages to perform word processing, information retrieval, and tracking.
- Operate and maintain peripheral equipment.
- Use independent judgment and knowledge to make appropriate operating decisions, resolve operational problems and conflicts.
- Analyze and interpret complex information and situations quickly and objectively; determine a proper course of action.
- Use effective communication and interpersonal skills to inform, educate, persuade, motivate, gain concurrence and agreement, resolve conflict and/or develop alternatives.
- Establish and maintain a cooperative and effective working relationship with co-workers, County management, private and public officials, citizen groups and the general public.

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- Operate effectively independently or as a member of a service-oriented team, consisting of individuals representing public and private interests.
- Represent the County in a positive, professional manner.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** Bachelor's degree in business or public administration, warehouse or logistic management or related field; and, three (3) years' responsible experience in logistics, warehouse management, equipment and inventory control, material handling, or related field; OR any equivalent combination of experience and education is required. Possession of license, or certification, in one or more of the following fields is desirable: small engine maintenance, electrical troubleshooting and/or Forklift Operator.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A Washington State Driver's License is required. Must possess or have the ability to obtain a valid Washington State Driver's license with Commercial Driver's License (CDL) Class "A"(Tank Vehicle) endorsement within the first twelve months of employment. All employees in the classification after twelve months must maintain a valid WA CDL Class "A" (Tank Vehicle) endorsement. Satisfactory physical condition is required, as indicated by a County approved physical. Ability to successfully complete all required background investigations prior to start of employment is required.