

Clinton First Aid and Rescue Squad



Temporary Logistics Specialist Job Description



JOB TITLE

Logistics Specialist

POSITION SUMMARY

The Logistics Specialist position is a per-diem, temporary position. This position's primary responsibility is that of handling a special event, project or operation. In addition to covering stated event, project or operation, the Logistics Specialists may have secondary duties including but, not limited to; ordering and maintaining EMS medical supplies; maintaining maintenance plan for equipment on BLS ambulances, such as stretchers and stair chairs; maintaining inventory of all oxygen supplies and hydro testing records; preparedness & readiness of the Squad's special operations vehicles, such as the Staging Trailer and REHAB unit.

As part of EMT duties the Part Time EMT/Logistics Coordinator is responsible for the provision of pre-hospital patient care in accordance with NJAC 8:40 and NJAC 8:40A. This position shall be responsible for the safe operation of all CFARS vehicles in accordance with current New Jersey motor vehicle code. Position requires twenty-four (24) hours of scheduled shift coverage.

REPORTS TO

Deputy Chief of EMS

QUALIFICATIONS

- High school graduate or GED
- Must be at least nineteen (19) years of age
- Certified NJ EMT
- Must possess basic computer skills
- Must be able to multitask
- Must have a general knowledge of rescue and EMS vehicles and associated equipment
- Must be mechanically inclined

LICENSURE/CERTIFICATION:

- Certification by the State of New Jersey (or NJ Office of EMS [NJOEMS]-approved equivalent) as an Emergency Medical Technician
- Valid motor vehicle operator's license that is not under suspension or revocation
- Cardiopulmonary Resuscitation certification by a NJOEMS-approved accrediting agency
- Current NIMS/ICS 100 and 200
- Current NIMS IS-700 and I-800
- HAZ-MAT Awareness
- Vehicle Rescue – Awareness

Clinton First Aid and Rescue Squad



Temporary Logistics Specialist Job Description



- Documented completion of Coaching the Emergency Vehicle Operator (CEVO) - Ambulance, Emergency Vehicle Operations Course (EVOC) or approved equivalent program

DUTIES AND RESPONSIBILITIES:

- Reports to work on time and ready to complete assigned tasks
- Checks equipment and ensures readiness for emergency response
- Safely responds to calls for assistance
- Ensures the safety of work spaces and, when responding to emergency calls, the scene prior to entering
- Performs routine station maintenance according to schedule
- Maintains a daily log of all duties performs
- Assists the Logistics Coordinator in maintaining and ordering of supplies as needed
- Acts in a professional manner and uses good judgment in carrying out all job responsibilities
- Follows proper chain of command for conflict resolution
- Any other duties as assigned by a supervisor/ line officer

PHYSICAL REQUIREMENTS:

- Aptitudes required for work of this nature are good physical stamina, endurance, and body condition which would not be adversely affected by lifting, carrying, and balancing at times, patients or equipment in excess of 125 pounds (250, with assistance)
- Ability to work twelve (12) hour continuous shifts
- Motor coordination is necessary for the well-being of themselves and co-workers in unusual and changing conditions

ADDITIONAL REQUIREMENTS:

- Able to work required hours, per the special event, project or operation
- Must be able to read, speak, and write English sufficiently to perform duties
- Ability to work effectively with supervisors, co-workers, other emergency service personnel, and vendors
- Must have excellent verbal and written communication skills

BENEFITS

- Paid Time Off (PTO) based on current CFARS policy
- Holiday pay as per CFARS policy
- Training opportunities as per CFARS policy
- Uniforms supplied as per CFARS policy