

COUNTY OF NYE

CLASS TITLE: *Logistics Officer*

BASIC FUNCTION:

Under the direction of the Emergency Management Director, the Logistics Officer performs technical and physical duties of moderate difficulty involved with the procurement, distribution, and upkeep of materials, supplies, services, facilities, apparatus and equipment for the county. The Logistics Officer also works with the implementation of the county's training programs for equipment distributed.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Confers with the director of Emergency Management Director and, designated personnel regarding purchasing needed equipment and supplies, in accordance with Nye County purchasing procedures.
2. Submits paperwork per designated procedures to submit orders for identified equipment and supplies after approval from the director. Tracks orders to ensure that they were submitted timely, accuracy of information, timely attention by the vendor, and receiving and distribution of good ordered and services requested.
3. Performs warehouse functions such as, checking contents of orders against purchase orders. Accountable for keeping equipment storage and distribution facilities in a clean, neat, organized and inventoried condition. Coordinates and delivers received equipment and supplies to departments throughout the county, ensuring that all appropriate paperwork and accountability concerns are addressed.
4. Maintains a file of catalogs, price lists and other purchasing materials used in the purchasing process.
5. Conducts or facilitates equipment and supply inventories biannually for each department that is involved with the Emergency Management department within the county. Reports findings of biannual inventories to the director. Investigates and makes recommendations pertaining to problems noted during the biannual inventory process.
6. Schedules and ensures implementation and completion of equipment testing and regular maintenance issues. (Pump testing, SCBA upkeep, calibration of monitoring devices, apparatus maintenance, facility upkeep, etc.)
7. Works with various groups and/or individuals in order to accomplish support functions to community needs and concerns; this may be in the form of planning, training, and supplies.
8. Responds to emergency calls for assistance as needed.

9. Functions as designated key component in the Nye County Emergency Operations Center.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of County purchasing policy and procedures; NRS statutes governing the preparing of bid specifications; grant specifications as needed; and standard methods and procedures used in purchasing; Good knowledge of word processing; computer input; modern office procedures; basic mathematics; inventory control; principles and procedures of record keeping and reporting; Knowledge of the Incident Command System and the Nye County Emergency Response Plan. Ability and skill to coordinate the Logistics section of an Emergency Operations Center; Knowledge of budget development and monitoring procedures; Ability to develop and enforce department policies; Skills and abilities capable of responding effectively to fire, medical and/or hazardous material incidents that occur throughout the county; Operation of various types of fire, ambulance, and hazardous material response equipment; Operation of a forklift and other material handling equipment.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Must be at least 18 years of age, with a high school diploma or GED. College course and/or degree completed related to fire science and/or the emergency medical field recommended but not required. A minimum of 2 years experience working in a shipping and receiving environment. Background and knowledge of working around and with chemicals is essential.

LICENSES/CERTIFICATES:

Valid Nevada driver's license, class B with an F endorsement. Must have and maintain a satisfactory driving record. State Certified Firefighter; Hazardous Material certification at the technician level.

The following are recommended but not required:

State Certified Emergency Medical Technician and/or Certified Training Officer

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Lead responsibilities will be associated with the responsibilities of Logistics Officer operating within the parameters of the Nye County Emergency Operations Center.

CONTACTS:

Department head, co-workers, other department personnel, vendors, outside agencies, volunteer departments, and the public.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Mobility sufficient to move around a warehouse environment, drive apparatus, operate material handling equipment; strength sufficient to lift and move boxes and equipment associated with assigned duties; ability to pass a firefighter physical; endurance sufficient to maintain efficiency throughout entire work period. Vision sufficient to read computer screens, print outs, purchase orders and related materials; hearing sufficient to hear conversation in person and over the telephone; speech sufficient to be heard in person and over the telephone; dexterity sufficient to operate computer keyboards and other related office equipment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING and TRAVEL CONDITIONS:

Warehouse and apparatus bay working environment. Working conditions would not primarily be in a strict temperature controlled environment. Ability to travel and be on the road more than 35% of the time is essential. Working in the outdoors conducting various duties will be required.