

## **EMERGENCY RESPONSE LOGISTICS COORDINATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position in the Department of Emergency Response is responsible for overseeing the mobile assets required in a large-scale disaster or emergency response. The incumbent will maintain an inventory of approximately \$5,000,000 in mobile equipment and ensure their functionality. This position will be responsible for coordinating with local municipalities the deployment and tracking of equipment in response to an emergency. This person will also serve as the Logistics Chief when an emergency operations center (EOC) is activated. When not actively deployed, the incumbent will assist in processing discovery requests for the District Attorney. Work is performed under the general supervision of a higher-level employee. Supervision is not normally a function of this position. Due to the nature of this position, the incumbent must be available to work during emergencies, including nights and weekends.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Ensures all the Department of Emergency Response mobile emergency assets are operational, including generators, light-towers, mobile command post, mass casualty incident trailers, etc.;
2. Creates inventory tracking systems and maintenance reports;
3. Provides updates on inventory and identifies future equipment needs;
4. Communicates with partner agencies as it relates to the logistics required during a disaster or large-scale emergency response;
5. Transports mobile equipment for deployment;
6. During EOC activation, leads Department of Emergency Response logistic efforts including obtaining all necessary resources from varying sources including private sector, state and federal government;
7. Writes guides and Job Action Sheets for staff and others regarding the use and maintenance of equipment;
8. Serves as back up to primary employee who processes discovery requests for the DA and other outside agencies, communicates directly with attorneys and Law Enforcement leadership.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Knowledge of the laws, rules, regulations and goals of the EOC as it applies to logistics;  
Knowledge of disaster/emergency response planning and techniques;  
Knowledge of storage, transport, and handling of mobile emergency equipment;  
Knowledge of software packages for word processing to produce a variety of reports, correspondence, spreadsheets, and database management to track information;  
Skill in operating a utility vehicle/pickup truck, a vehicle in tow, a trailer in confined situations, and an emergency vehicle as well mobile command post;  
Skill in troubleshooting problems/operations and make emergency repairs to equipment;  
Ability to effectively use electronic equipment, such as recorders, radios and mobile equipment;  
Ability to establish and maintain effective working relationships with private and public groups and officials;  
Ability to respond effectively in emergency situations;  
Personal characteristics necessary to perform the duties of the position;

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** (Cont'd)

Physical condition commensurate with the demands of the position (in some positions, may be required to transport objects/equipment weighting up to 45 pounds).

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of high school equivalency diploma and four (4) years of full time paid work experience in an emergency services organization or eight (8) years of volunteer experience in an emergency services organization.

**SPECIAL REQUIREMENT:**

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application, and to maintain the position.

ADOPTED: 03/27/2020