

Classification Title: EMS Logistics Specialist

FLSA Status: Non - Exempt

BRIEF DESCRIPTION: Provides day to day management of logistics operations, assists with development of RFPs, researches and evaluates new products, systems and assure compliance with federal, state, and local standards. Provides basic and advanced life support, emergency medical care and transportation for the sick and injured but special focus is on equipment, supply, procurement and equipment/service distribution.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	H	Purchases and distributes disposable medical supplies and fixed assets.
2	V	Assists with deployment of emergency management equipment and shelter pods from the warehouse.
3	L	Administers and manages the respiratory program to include initial and annual fit testing of employees.
4	H	Assists with development of logistical goals and analyze logistics performance. Assist in development of RFPs and evaluate response to RFPs.
5	H	Plans and forecasts inventory and financial needs while ensuring inventory optimization.

CLASSIFICATION REQUIREMENTS:

CLASSIFICATION REQUIREMENTS	
Education	Associate’s degree in Emergency Medical Services or related field.
Experience	Two years of experience in logistics, supply chain management or EMS.
Equivalent Education & Experience Accepted?	Yes
Certifications and Other Requirements	EMT Basic Level credentialed by NCOEMS, Fork Lift Operator, National Incident Command System 100, 200, 700, 800, Class B Driver’s License.

CLASSIFICATION REQUIREMENTS	
Reading	Advanced
Math	Intermediate
Writing	Intermediate
Managerial	Receives limited direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires the occasional director of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Emergency vehicles, cardiac monitor/defibrillator, pulse oximeters, sphygmomanometers, multiple spinal and extremity immobilization devices, multiple airway devices, respirators, CPAP units, assorted bandages, and other biomedical equipment, forklift, pallet jack, various hand and power tools, computer, and printers.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

PROTECTIVE EQUIPMENT REQUIRED:

Fire resistant turnout gear, helmet, work gloves, medical exam gloves, face shield, goggles, tyvek suits, steel toe boots, respirators.