



**Kansas Search & Rescue Response System
Position Description
Logistics Specialist**

Functional Description

The Logistics Specialist is responsible for ensuring the preparation and maintenance of the task force/team equipment cache. The Logistics Specialist reports directly to the Logistics Team Manager, or other supervisor as assigned.

The Logistics Specialist is responsible for:

- Coordinating the packaging, transporting, distribution, and maintenance of the task force/team equipment cache prior, during, and subsequent to mission assignments
- Coordinating with military and/or civilian officials for task force/team transportation needs
- Procuring equipment as directed by the Logistics Team Manager or other supervisory personnel
- Ensuring the accountability and security of the task force/team equipment cache
- Maintaining accurate and timely records and reports
- Providing maintenance and repairs for task force/team equipment
- Assisting with the overall management of task force/team facilities and fleet
- Adhering to all safety procedures
- Performing additional tasks or duties as assigned

Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to deploy as a Logistics Specialist in the Kansas Search & Rescue Response System. The intent of these requirements is to select personnel capable of managing the logistics needs of the task force/team in the disaster environment.

Required Training

The Logistics Specialist shall:

- Meet all Administrative and General Training requirements
- Complete FEMA National US&R Response System GPS Awareness Level Course or equivalent
- Complete the FEMA National US&R Response System Logistics Specialist Course or equivalent
- Complete OSHA 29 CFR 1910.178 (forklift training) course, including annual refresher requirements *(if forklift or other equipment is used by the task force/team for loading/unloading equipment)*
- Complete a DOT Hazardous Materials Handler/Packer/Labeler course as established by 49 CFR, Part 172.704

Recommended Training

The Logistics Specialist should:

- Complete Ordering Manager course (J-252)
- Complete Receiving and Distribution Manager course (J-253)
- Complete Base Camp Manager course (J-254)
- Complete Equipment Manager course (J-255)
- Complete Security Manager course (J-259)
- Complete and maintain certification as a Certifying Official for Transportation Requirements and Regulations – Air and Ground
 - IATA
 - Title 49 CFR
 - AFMAN 24-204