



**Kansas Search & Rescue Response System
Position Description
Logistics Team Manager**

Functional Description

The Logistics Team Manager is responsible for the logistics function of the task force/team during incident operations, and supervising the Logistics Specialists, Communications Specialist, and other personnel as assigned. The Logistics Team Manager reports directly to the Task Force Leader.

The Logistics Team Manager is responsible for:

- All duties and responsibilities of the Logistics Specialist
- The completion of all task force/team transportation documents (cargo manifests, shipping declarations, bills of lading, etc.)
- Coordinating, managing, and supervising all logistical activities
- Maintaining accurate and timely records and reports
- Ensuring accountability, maintenance, and repairs for all task force/team equipment
- Providing for the operation and maintenance for all facilities and associated equipment
- Coordinating with the IC/IMT Logistics Section on task force/team issues
- The management of task force/team transportation 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 Team Manager in the Kansas Search & Rescue Response System. The intent of these requirements is to select functional managers capable of effectively managing and supervising the logistical component of the task force/team in the disaster environment.

Required Training

The Logistics Team Manager 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
- Complete a DOT Hazardous Materials Handler/Packer/Labeler course as established by 49 CFR, Part 172.704

Recommended Training

The Logistics Team Manager should:

- Complete and maintain certification as a Certifying Official for Transportation Requirements and Regulations – Air and Ground (*Type 1 or 2 only*)
 - IATA
 - Title 49 CFR
 - AFMAN 24-204
- 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 ICS-300 in accordance with the NIMS Training Program
- Complete the All-Hazards Logistics Section Chief course or equivalent
- Complete Facility Unit Leader (S-354)
- Complete Ground Support Unit Leader (S-355)
- Complete Supply Unit Leader (S-356)
- Complete Food Unit Leader (S-357)