



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

DIVISION OF PERSONNEL

DONALD R. GREBIEN
MAYOR

DON ZIMMERMAN
DIRECTOR OF HUMAN RESOURCES

INTERNAL/EXTERNAL JOB POSTING

The City of Pawtucket is posting the following vacancy in Classified Non-Union:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Public Safety	Emergency Management	Logistics Officer	X01-\$30,001.28- \$34,360.67

Develop, organize, direct and coordinate an overall emergency volunteer program (CERT) and maintain all training, inventory and fleet maintenance records with oversight from the Deputy Director and Director of Emergency management for the City of Pawtucket, with the goal of saving lives and protecting property by maintaining emergency capabilities that mitigate, prepare, respond and recover from manmade or natural disasters. 35 Hour Week.

Minimum requirements upon application:

- High School Diploma or GED, or one to two years related experience and/or training, or equivalent combination of education and experience.
- Experience in disaster service, mass care, volunteer recruitment and management.
- Ability to obtain ICS 100, 200, 700 and 800 within 3 months of employment;
- Ability to obtain CERT Train the Trainer certification IS-3127, complete CERT manager Program Course E-427 within 1 year of employment.
- Able to receive ICS 300 and 400 within 1 year of employment.

To apply for this position:

Please complete a City of Pawtucket Employment Application, which can be found on our website at www.pawtucketri.com under employment opportunities. Please provide a copy of your high school diploma or GED and proof of any required courses. Please send your entire packet via email to claird@pawtucketri.com.

Candidates must meet minimum qualifications as stated in job description.

Application Period: May 15, 2017- until filled

The City of Pawtucket is an Equal Opportunity Employer and fully complies with the American with Disabilities Act.

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CITY OF PAWTUCKET

Job Description

Job Title: Logistics Officer
Department: Public Safety
Reports To: Director of Emergency Management
Salary: X01- \$ 30,001.28- \$34,360.67
Prepared By: NDM
Prepared Date: 1-31-2014
Approved By:
Approved Date:

SUMMARY

Responsible for day to day operations of all agency vehicles and trailers and coordinate an overall emergency volunteer program (CERT) and maintain all training, inventory and fleet maintenance records with oversight from the Preparedness Officer and Director of Emergency Management for the City of Pawtucket, with the goal of saving lives and protecting property by maintaining emergency capabilities that mitigate, prepare, respond and recover from manmade or natural disasters.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Others may be assigned

- Must be able to tow and maintain trailers up to 24 feet;
- Assist Preparedness Officer to recruit and recommend the appointment of volunteers to roles that suit them;
- Liaison to Student CERT Teams (SCERT);
- Organize the logistics for orientation and the induction of volunteers;
- Work with the Director and Preparedness Officer organizing volunteer rosters and equipment maintaining records;
- Identify and organize the training logistics for volunteers;
- Submit regular reports to the Director of Emergency Management;
- Maintain all volunteer hours on monthly basis in an electronic format;
- Maintain all agency vehicles and trailers, maintenance records, check fuel and oil, monthly equipment checks;
- Maintain all agency equipment inventory records per RIEMA standards;
- Maintain all agency personnel equipment and disbursement to volunteers (CERT bags, shirts, hats, etc)

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

A High School Degree or GED, or one to two years related experience, and/or training, or equivalent combination of education and experience. Experience in disaster service, mass care, volunteer Recruitment and management. The ability to obtain Incident Command System ICS, Train the Trainer certification within 1 years of employment. Able to complete ICS 300 & 400 within 1year of employment. Can communicate effectively and has good interpersonal skills.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Ability to obtain ICS 100, 200, 700 and 800 within 3 months of employment
Ability to obtain CERT Train the Trainers certification IS-3127, complete CERT Manager Program Course E-427 within 1 year of employment. Able to receive ICS 300 and 400 within 1 year of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; talk or hear; and taste or smell. The employee frequently is required to walk, sit, reach with hands and arms, and climb or balance. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; risk of electrical shock; risk of radiation; and vibration. The noise level in the work environment is usually moderate to loud.