



Texas Emergency Medical Task Force

Position Description: TX EMTF Logistics Team Leader

POSITION DESCRIPTIONS: Texas Emergency Medical Task Force (TX EMTF) Logistics Team Leader

Reports to:

The Logistics Team Leader reports directly to the Ambulance Staging Manager.

Supervises:

The Logistics Team Leader is responsible for the supervision of assigned Logistics, Vehicle Staging, Mission Tasking, and Check-In / Check-Out Technicians (if no Mission Tasking Team Leader assigned).

Position Specific Requirements:

The Logistics Team Leader is responsible for managing the logistics functions of the Ambulance Staging Area, the units assigned to staging, and contract EMS units operating in the area for life support and medical re-supply. The Logistics Team Leader is also responsible for supervising assigned Logistics Technicians, Medical Supply Technicians, Medical Gas Technicians, Maintenance Technicians and Fuel Handlers, if assigned.

Qualifications and Skills:

- + ICS 100, 200, 300, 700
- + Hold current certification as an Emergency Medical Technician
- + Hold a valid driver's license and have experience operating All-Terrain vehicles
- + Have extensive experience using logistics applications within WebEOC
- + Hold current certification in Hazardous Materials at the Operations Level
- + Complete Ambulance Staging Management Team Course
- + Complete Incident Management Team credentialing as Staging Area Manager
- + Have working knowledge of statewide incident management in Texas

Assigned Duties:

- + Completion and/or review of all logistics requests in WebEOC
- + Ensuring that the ASM is kept aware of any changes in equipment / supply availability
- + Maintaining accurate records of supplies / equipment ordered, delivered, and issued
- + Ensuring accountability, maintenance, and repairs for all assigned equipment
- + Providing for the life support needs of responders and assigned staging personnel
- + Managing organic assigned resources (vehicles, generators, etc.) at Ambulance Staging
- + Performing additional tasks or duties as assigned