



Texas Emergency Medical Task Force

Position Description: TX EMTF Medical Supply Technician

POSITION DESCRIPTIONS: Texas Emergency Medical Task Force (TX EMTF) Medical Supply Technician

Reports to:

The Medical Supply Technician reports directly to the Ambulance Staging's Logistics Team Leader.

Supervises:

None.

Position Specific Requirements:

The Medical Supply Team is responsible for coordinating requests, acquisition, and delivery of medical supplies for all units in the Staging Area. During larger, extended incidents, units that return to the Ambulance Staging Area at night will have the opportunity to draw necessary supplies to meet required stocking levels. In addition, the medical supply team will work with the FEMA Ambulance contractor to meet the supply needs of units that arrive in Staging without medical equipment (i.e., Reserve EMS Units).

Qualifications and Skills:

- + ICS 100, 200, 700
- + Hold current certification as an Emergency Medical Technician
- + Hold a valid driver's license and have experience operating All-Terrain vehicles
- + Preferred: (not required) TX EMTF ASMT and or ASTL course completion

Assigned Duties:

- + Establishing on-site requisitioning procedures for medical supplies
- + Requesting and tracking medical supplies enroute to the Staging Area
- + Arranging for receiving ordered equipment and supplies
- + Developing and maintaining an inventory and accountability system for supplies
- + Provide a daily written detailed report to the Logistics Team Leader tracking supplies used and what and units receiving supplies
- + Distributing supplies and equipment as requested in a timely fashion
- + Handling security of medical supplies on site
- + Ensuring proper disposal of packaging and cleanliness of the medical supply area
- + Preparing supplies and equipment for return upon demobilization
- + Follows Company Policy and Vendor Contract with DSHS's Medical Operation Center and or the Texas State Operations Center agreements