



## Texas Emergency Medical Task Force

Position Description: TX EMTF Logistics Manager

### **POSITION DESCRIPTIONS: Texas Emergency Medical Task Force (TX EMTF) Logistics Manager**

#### **Reports to:**

The TX EMTF Logistics Manager will report to a TX EMTF Task Force Leader (TFL), TX EMTF Group Supervisor, TX EMTF Ambulance Staging Manager or the TX EMTF State Coordination Office (SCO).

#### **Supervises:**

Members of an EMTF Logistics Section which may include the following components:

- + TX EMTF Ambulance Staging
- + TX EMTF Mobile Medical Unit
- + TX EMTF Infectious Disease Response Unit

#### **Position Specific Requirements:**

The TX EMTF Logistics Manager is responsible for managing, organizing, and supervising the Logistics section and serves as a member of the TX EMTF Command Team during an activation of TX EMTF by the TX Department of State Health Services (DSHS). This position is accountable for all TX EMTF logistical aspects and the management of allocated resources, effective planning, evaluation, and administrative problem solving within assigned areas of responsibility. The TX EMTF Logistics Manager collaborates effectively with all TX EMTF assets and personnel. Requires the ability to define problems, collect and review data, and draw conclusions. TX EMTF personnel must have the ability to work in a non-traditional medical environment, in potentially adverse conditions with no guaranteed regular scheduled breaks or meals.

#### **Qualifications and Skills:**

- + Be actively employed by an agency with a signed TX EMTF Memorandum of Agreement (MOA) with the Lead Regional Advisory Council (RAC).
- + ICS 100, 200, 300, 400, 700, 800.
- + Valid TX Driver's license
- + O-305 All-Hazards Incident Management Team preferred but not required
- + E/L-967 All-Hazards Logistics Section Chief preferred but not required
- + E/L/K-969 All-Hazards Communications Unit Leader training preferred but not required
- + Successfully completed Medical Incident Support Training.
- + Knowledge and familiarization with the Incident Action Plan and development of plan
- + A comprehensive knowledge of the EMTF organizational structure, operating procedures, safety practices, terminology, and communications protocols.
- + A background in pre-hospital and/or hospital emergency medicine.
- + A comprehensive knowledge of TX EMTF functions, tactics, strategy, and safety considerations.
- + An understanding of other disaster response organizations.
- + Knowledge of the practical application of available technology used to support missions and objectives including WebEOC & Comms equipment.
- + An awareness of the hazards associated with various disaster environments.
- + A knowledge of supervisory and personnel management techniques.
- + A knowledge of diplomatic planning and problem solving.



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#### Assigned Duties:

- + Evaluate needs of the section.
- + Provide service and support for assigned resources.
- + Communicate changes in logistical support to incident resources.
- + Coordinate with other EMTF Command Team members to complete required documentation, objectives, and assignments.
- + Plan for potential changes in incident based on current and forecasted information, such as weather, incident escalation/de-escalation, and political considerations.
- + Monitor restrictions/work requirements for each resource to maximize safe and efficient assignments and demobilization.
- + Establish and maintain positive internal and external interpersonal working relationships.
- + Assess and order needed positions.
- + Brief Group Supervisors and Command Team leaders on current and anticipated activity.
- + Provide internal operating instructions to section personnel.
- + Participate in AA closeout/After Action Review (AAR).
- + Evaluate and monitor current situation to determine if present plan of action will meet incident objectives.
- + Coordinate an efficient transfer of position duties when mobilizing/demobilizing.
- + Assume role and responsibility of any absent Supervisor or leader.
- + Document all complaints and suspicious occurrences.
- + Participate in the preparation of the IAP or relevant plan.
  - o Review tactical plans for operational periods.
  - o Advise on current capabilities and limitations for service and support.
  - o Discuss long range plans and identify potential or future requirements.
- + Ensure completion of IAP parts, including the Medical Plan (ICS 206), Incident Radio Communication Plan (ICS 205), and any special instruction inserts.
- + Apply agency policy, legal and fiscal constraints, and political considerations to all decisions.
- + Develop long range plans based on current and forecasted information to ensure efficient logistical support for the incident.
- + Ensure incident documentation is completed as required by the IC.
  - o Activity Log (ICS 214)
  - o Personnel and equipment time records
  - o Incident reports and Logistics section narrative
  - o Transition plan
- + Identify and Mitigate risk for the health and safety of TX EMTF members and general public.
- + Account for and monitor health, safety, and welfare of assigned personnel.
- + Anticipate staffing needs and ensure an appropriate level of support staff are available and staged as needed throughout the incident.
- + Establish and maintain positive internal and external interpersonal working relationships.
- + Complete, authorize, ensure timeliness of, and route as required:
  - o General Message (ICS 213).
  - o Activity Log (ICS 214).
  - o Incident Personnel Performance Rating.
  - o TX EMTF CAN Report
- + Updates to TX EMTF WebEOC Personnel Roster and Response Resources



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- + Maintain all required incident documentation generated through operation of the incident medical unit.
- + Ensuring incident stress management activities are conducted.
- + Ensuring resource requests are properly processed.
- + Coordinate TX EMTF team logistics such as travel, food and lodging.
- + Works with local officials during operational periods
- + Performing additional tasks and duties, as assigned during a mission.