

MABAS (Mutual Aid Box Alarm System)-Illinois

Contract Position Description

SPECIFIC SKILLS AND RESPONSIBILITIES FOR THE CONTRACT POSITION OF:

Job Title: Logistics Branch Chief

Effective Date: 8/15/2007

Position: Contractor – Vacant Position

Compensation: As determined by the MABAS Executive Board

Position Overview:

- Experience in specification design-technical and performance based systems.
- Experience in purchasing and acquisition based processes, including; quotes, bidding and sealed competitive proposals.
- Ability to work with committees, vendors and allied agencies.
- Knowledge in reporting, tracking, and recordkeeping of large, geographically separated inventories.
- Ability to coordinate schedules and multi-task.
- General knowledge of special operations team operations, procedures and equipment.
- Reports to the MABAS CEO and serves at the direction of the CEO.

Essential Job Responsibilities:

- Reports to MABAS Chief Executive Officer.
- Responsible for all MABAS issued field equipments accountability, maintenance, and operational readiness, excluding US&R assigned equipment.
- Responsible for scheduling and execution of replacement of time sensitive expirations of assigned equipment and team equipment recalibrations as funded by MABAS Executive Board.
- Coordinates equipment needs as identified by committees, staff, etc. and specification design, bidding process, vendor coordination, procurement, delivery, training, issuance, etc.
- Maintains established equipment inventories for special teams (excluding US&R).
- Maintains records of all assigned field equipment and associated MOA's.
- Conducts paper and field audits of all assigned special team equipment. Maintains records accordingly.
- Provides monthly and annual status reports regarding logistical matters.
- Manages plans and develops contingencies to support field deployments, mobilizations, employments of MABAS field forces (excluding US&R).
- Manages, plans, trains and maintains tent city mobilization capability.
- Receives direction from MABAS Chief Executive Officer.
- Accepts committee liaison assignments and provides staff support.
- Coordinates and executes contracts for maintenance, calibration and time sensitive expiration of field equipment.
- Coordinates execution of preventative maintenance actions with the Deputy Chief Executive Officer and Operations Branch Chief.

NOTE: This job description is not intended to be all-inclusive. Individual may perform other related duties as negotiated to meet the ongoing needs of the organization.