

Charlotte Urban Area Security Initiative Logistics Planner

Division: CFD – Emergency Management / Special Operations Division

Responsibilities:

- Support any and all programs associated with emergency management and Charlotte Fire Department UASI special operations and partners
- Purchase, track, and maintain hazardous materials equipment for the Charlotte Fire Department, USAR Program and Emergency Management Division
- Provide support of equipment inventory for the North Carolina Emergency Management of the Charlotte Fire Department Regional Response Team (RRT 7).
- Conduct inventory and maintain equipment for the Charlotte Fire Department Urban Search and Rescue Task Force.
- Work all special events as part of the command staff overseeing logistics
- Serve as part of the Special Operations Team that prepare and maintains equipment (MOC, MCP, Safesite, Agilemesh) for all special events to include setup, operation, and demobilization
- Assist in maintaining the USAR and HazMat equipment for daily and emergency use
- Coordinate the PM of all department trailers and ATVs with the city shop
- Coordinate the staging and use of all department ATVs
- Coordinate the regional program for Charlotte UASI including regional planning, equipment purchases, training and exercises

Education and Experience Requirements

Bachelor's degree and three years of relevant experience or the equivalent combination of education and experience necessary to perform the essential job functions

Technology Skills:

- Proficient in Microsoft Office Suite of Products including: Word, Excel, PowerPoint, and WebEOC Critical Incident Management Software
- Ability to master other software programs as required

Communications Skills:

- Must demonstrate excellent verbal and written communications skills required for writing correspondence and delivering training presentations to large audiences

Special Requirements

Must be:

- Available for call back at a moment's notice
- Willing to respond and work under a number of challenging environmental conditions
- Able to acquire a Class "A" NC Driver's License within six months of hire date
- Able to drive a tractor trailer and a 4 X 4 pickup truck with towing capability
- Able to earn NIMS 100, 200, 300, 400, 700, & 800 certifications within six months of hire date
- Able to achieve other ICS and EM credentials as required

Salary Range: \$60,000 - \$64,000

Please submit resumes to: kkjeldsen@charlottenc.gov and apply via City of Charlotte at <http://charlottenc.gov/hr/Pages/default.aspx>

This is a two-year, temporary, grant-funded position. CFD has the option to renew the position for two additional one year terms should funding continue to be available.

If you need assistance completing your online application, you are welcome to visit the City of Charlotte Human Resources Department lobby where we have workstations available.

Our office is located at 700 East 4th Street, Suite 200, Charlotte, NC 28202. Our hours are Monday through Friday, 8 a.m. to 5 p.m. (EST), excluding official City holidays. We recommend that you call for an appointment at (704) 336-2285 or you may email a question to CityHrJobPostingsNotify@ci.charlotte.nc.us .

Conditions of Employment:

The City's Background Check Policy requires background checks to be conducted on final internal or external candidate(s) applying for any position with the City of Charlotte. The type of information that will be collected as part of a background check includes, but is not limited to: reference checks, social security verification, education verification, criminal conviction record check, and, if applicable, a credit history check, sex offender registry and motor vehicle records check.

Background checks must be in compliance with all federal and state statutes, such as the Fair Credit Reporting Act (FCRA). The checks must be consistent with the guidelines set forth by these laws requiring organizations to obtain a candidate's written authorization before obtaining a criminal background report, motor vehicle records check or credit report; and to properly store and dispose of information derived from such reports.

Final candidates must pass a pre-employment drug-screening test. During the selection process, candidates may be asked to take a skills test, and/or participate in other assessments. Some positions may require the ability to obtain a City Driving Permit. Candidates may also be required to pass a physical examination, polygraph exam, other skill evaluations and background check screens.

The City of Charlotte is an Equal Opportunity Employer.