



Position Title	Logistics Support Specialist	Position Status	Temporary
Title of Immediate Supervisor	Logistics Chief	Revision/Review Date	2/16/2021

GENERAL SUMMARY:

Working in coordination with all divisions involved in the COVID-19 pandemic response, the Logistics Support Specialist is responsible for transporting all necessary logistical assets and supplies to support the operational needs of Covid testing and vaccination clinics. Performs transportation by using the BLDHD vehicle and trailer both to and from clinics. While at clinics, assists the clinic manager as needed throughout the testing/vaccination clinic. Demonstrates good interpersonal and customer service skills, organizational and time management skills, and the ability to work independently, as well as part of a cohesive team.

ESSENTIAL FUNCTIONS:

1. Oversees the transportation of supplies and assets to and from clinic sites
2. Ensures all necessary supplies and assets are accounted for, before and after a clinic
3. Ensures the BLDHD vehicle and trailer are routinely maintained for proper operation
4. Assists with setup and tear down at clinic sites
5. Provides assistance as needed throughout the testing/vaccination clinic

Physical & Mental Demands:

- Ability to stand and walk for 6-8 hours a day
- Ability to lift, carry, and transfer up to 25 lbs multiple times a day
- Ability to work outdoors in all kinds of weather
- Must have attention to detail and be organized

QUALIFICATIONS

EDUCATION & EXPERIENCE:

Required

- High school diploma or GED
- Valid State of Michigan Driver’s license
- Must have the knowledge and ability to drive a pick up truck while towing a trailer

Preferred

- Commercial driver’s license

KNOWLEDGE, SKILLS, & ABILITIES

VERBAL COMMUNICATION SKILLS:

Position requires: Expressing ideas and thoughts verbally; exhibiting good listening and comprehension and getting clarification when needed; responding well to questions; the ability to develop and maintain positive relationships with other employees, as well as individuals external to the agency, including patrons, partnering agencies, stakeholders, and contractors; the ability to encourage open communication; communicate changes and progress and keep others adequately informed; interpret and translate facts and information; explain situations and issues to people and advise them of alternative or appropriate courses of

action; participate in meetings; interview and gather information from others; and support and explain reasoning for decisions. Employees may be privy to sensitive issues and confidential information requiring discretion on the employees part.

WRITTEN COMMUNICATION SKILLS:

Position requires the ability to express ideas and thoughts in written form; to write clearly and informatively; the knowledge, application, and ability to edit spelling, punctuation, sentence structure and grammar; the writing skills sufficient to complete more difficult assignments, such as editing documents and materials for style and content; the skill to organize material into formats which ensure ease of reading and understanding; the ability to vary writing style to meet needs of the audience and purpose.