

STANDARD OPERATING PROCEDURE

Collateral - Logistics



Department: Operations

SOP#130.3

Applicable to: All Staff

Effective Date: 1 July 2020

2 Pages

Authority: Chief Of Operations

Applicable CAAS Standard:

Revised Effective Date:

Purpose:

The purpose of this Standard Operating Guideline (SOG) is to outline the position of Brighton Volunteer Ambulance (BVA) regarding the collateral responsibility of the Logistics Officer.

Content:

<p>Position Title: Logistics Officer Supervised By: Deputy Chief Supervises: BVA Supplies Status: Collateral Duty Schedule: As needed within scheduled hours</p>

Summary Description:

The Logistics Officer is accountable for continual upkeep and stock of agency durable and non-durable supplies. This includes purchasing all necessary supplies and goods to maintain compliance with required Local, State, and Federal regulations. Furthermore, the Logistics Officer is required to ensure equipment readiness, and is responsible for the periodic gear and equipment inspections, maintenance of service matters, and continual assurance that their portion of the Operations Budget is in compliance.

Job Magnitude:

Department Staff: 2
Department Budget: As allotted by the the Chief

Structure:

The Logistics Officer is a collateral duty position, to be filled by an Operations Supervisor, Lieutenant or higher. Work time is split between road, supervisory, and Logistics responsibilities. This individual is accountable to the Deputy Chief in areas regarding the scheduling, planning, and activities involved with actual maintenance of the role and its responsibilities, and is accountable to the Chief in regards to the Department Budget. A non-ranking Logistics Manager may be assigned as needed, in order to support the Logistics Officer and ensure the ongoing supply and stock of materials. In the absence of the Logistics Officer, the Logistics Manager will assume the full responsibilities of the Logistics Officer, or as designated by the Chief. If utilized, the Logistics Manager is accountable to the Logistics Officer.

Essential Functions:

- Maintain a supply of all durable supplies and equipment
- Maintain a supply of all nondurable supplies and equipment

This document supersedes any documents on the topic dated prior to the effective date noted above.

STANDARD OPERATING PROCEDURE

Collateral - Logistics



Department: Operations

SOP#130.3

Applicable to: All Staff

Effective Date: 1 July 2020

2 Pages

Authority: Chief Of Operations

Applicable CAAS Standard:

Revised Effective Date:

- Follow purchasing accountability plan
- Maintain compliance with allotted department budget as designated by the Chief
- Maintain inventory record of all goods and supplies ordered, received, issued, and utilized
- Proactively work to identify opportunities for waste reduction and implement them
- Aids in accident investigation as needed, and is recallable to contribute to staffing
- Prepares a monthly report summarizing department status
- Other Duties as assigned by the Chief's

Physical Environment, Working Conditions, and Challenges

- The position requires significant physical strength and dexterity and the ability to function in very adverse environments with exposure to numerous safety risks
- Must complete all roles, Officer, Road Provider, and Fleet Officer; often consecutively.
- Complete collateral assignments during times not regularly scheduled to support the needs of the agency, including nights, weekends, and holidays.
- Develop, propose, and implement programs that are responsive to the needs of the agency where little or no precedence may exist.
- Time pressures to develop these strategies which impact heavily on the agency.
- Support new programs and encourage all personnel to comply with current and new logistics programs and initiatives.
- Foster an environment of exceptional morale and professionalism.

Qualifications

- Ranking Operations Officer and associated requirements as such
- Inventory management and customer relations management experience
- Fiscal responsibility including management of a department budget and ongoing expenditures

The Chief reserves the right to waive any of the minimum qualifications set forth above and consider any other qualifications or combination of qualifications that, in the Chief's opinion, will serve as an adequate substitute for those minimum qualifications.

This document supersedes any documents on the topic dated prior to the effective date noted above.