



## **Logistics Coordinator (2400)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 15

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to coordinate daily work and crew assignments and safety training for the Public Works Department.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Coordinates daily work and crew assignments: confers with supervisor to obtain direction regarding work assignments and priorities; receives and reviews work orders; organizes and assigns tasks to work crews; provides information and details regarding work locations, materials required, tasks to be completed, etc.; issues keys and other items as needed; and assists with complex/problem situations and provides technical expertise.

Conducts on-site work reviews: monitors status of work in progress; inspects completed work; ensures full utilization of personnel, materials, and facilities with concern for quality, safety, and efficiency; ensures compliance with all applicable codes, laws, rules, regulations, standards, policies, procedures, and specifications; and provides progress and activity reports to supervisor.

Ensures adherence to established safety procedures: monitors work environment and use of safety equipment to ensure safety of employees and other individuals; trains and instructs crews regarding operational and safety procedures and proper use of equipment; facilitates safety meetings and inspections; and maintains related documentation.

Assists with supervision of crews: monitors and reports employee problems; and provides input on disciplinary action and employee performance evaluations.

Monitors and maintains inventory of materials to complete projects: determines amount of materials needed; gathers equipment, tools, parts, and supplies; monitors inventory levels; processes orders for new or replacement materials as required; and maintains related documentation.

Communicates with supervisor, employees, inmates, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Performs other related duties as required.

## Minimum Qualifications

High school diploma or GED required; supplemented by three years of experience in construction and maintenance of public works projects and infrastructure; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license.

## Performance Aptitudes

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA Compliance

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise

extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, animal/human bites, or rude/irate customers.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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