



Emergency Operations Specialist

TITLE: Emergency Operations Specialist

FLSA Status: Exempt.

HEALTH BENEFITS: Available, as appropriate to applicant.

TRAVEL: Day, evening, and overnight travel required.

SUMMARY OF POSITION

The Emergency Operations Specialist is responsible for the logistical and transportation coordination of the Hospital Preparedness Program (HPP) equipment and supplies. Will provide programmatic work related to equipment and supplies inventory, management, and deployment of assets. Conducts site visits to healthcare system hospitals and agencies to assess maintenance, operations, storage and training of grant funded assets. Assists with implementation of regional healthcare preparedness projects including plans, training, and exercises. Assists in the maintenance and technical assistance of emergency response equipment and supplies.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Director

Directs: Not applicable. This is a non-supervisory position.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Responsible for inventory management and control of equipment and supplies for CATRAC as well as assistance within the Emergency Medical Task Force 7 (EMTF-7) Region.

Maintains the storage sites of equipment and supplies.

Maintains records of purchases and activities. Comply with established procurement and compliance procedures, equipment inventory procedures, and equipment disposition procedures; maintain records and files in accordance with federal and state grant management standards.

Conducts performance and preventive maintenance on equipment and supplies.

Coordinate the logistical movement of regional assets with local, regional, and state partners.

Work with stakeholders and partners in the placement and forward deployment of regional emergency assets.

Assist with maintaining vendor relationships and assist in procurement activities including maintenance of procurement records as it relates to emergency preparedness grants.

Assists with maintenance of program records, spreadsheets, databases, contact information, and other records for consolidated purchasing and direct hospital purchases.

Collaborate with local and regional partners in identifying and maintaining inventory caches including combined storage and rotation of expiring products.

Supports the regional emergency planning, operations, and response capabilities for the region.

Assists in the maintenance and technical assistance of CATRAC emergency response software and web-based platforms.

Participates in local, regional, and statewide training, exercises, planned events, and emergencies as needed.

Provide education on equipment and supplies to stakeholders in the EMTF-7 Region.

Performs other related duties as may be assigned.

Supports and maintains effective operational knowledge of CATRAC goals and direction for all working and planned programs.

Maintains a professional appearance and demeanor appropriate to the CATRAC's mission.

ACCEPTABLE EXPERIENCE AND TRAINING:

Experience and background in emergency response and preparedness associated with healthcare systems, public health, fire services and/or emergency medical services is necessary. Associate's degree from an accredited college or university with appropriately related courses or experience preferred. Proficient computer skills to include Microsoft Office products and databases in relation to inventory control methods. Must demonstrate proficiency in both oral and written communication, and establish and maintain effective working relationships with local, state, and federal agencies, health care officials, policy and advisory committees of the regional council and the general public.

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities for the position.

Must be able to complete the Incident Command System (ICS) courses of 800, 700, 100, and 200 within one (1) year of employment as well as 300 and 400 within year 2 of employment if training was not completed prior to employment.

TYPICAL PHYSICAL DEMANDS:

Perform physical movement of equipment. Works in multiple environments of high stress and multi-tasking capacity with the ability to serve for extended periods during incidents and exercises. Ability to work in outside environments for extended periods under changing weather conditions.

Must possess physical health capable of the ability to lift and move heavy and bulky items. Performs maintenance / repairs as may be required on assets maintained by CATRAC. Operate various types of machinery, pallet jacks, small hand tools, and familiarity with trailer operations, transportation and handling.

Must be able to travel and participate in various conferences, regional exercises and real events, staff designated positions in the Emergency Operations Center/Medical Operations Center as needed during events and exercises, and appropriate meetings related to state and regional emergency management activities. Ability to react calmly and promptly during an emergency or disaster situation. Potential of working outside normal business hours, which includes overnight and on weekends during planned events, exercises and emergencies.

CERTIFICATES AND LICENSES REQUIRED:

Must possess a valid Texas driver's license.