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SouthEast Texas Regional Advisory Council (Trauma Service Area Q)

Austin, Colorado, Fort Bend, Harris, Matagorda, Montgomery, Walker, Waller and Wharton Counties

Position Description – Mobile Asset Management Coordinator
Salary range: \$45,000 - \$80,000

Employee:

The Mobile Assets Management Coordinator reports directly to the Logistics Manager and serves as the primary staff member for the maintenance, movement, and housing of all mobile assets owned or assigned to SETRAC. Additionally, the Coordinator will provide guidance and recommendations on issues related to purchases and contracting for mobile assets. The coordinator will assist the Logistics Manager and Director Emergency Services & Response in liaison activities for HPP projects with members and vendors. The coordinator will oversee the activities of maintaining assets.

PRIMARY RESPONSIBILITIES:

- Responsible for planning, coordinating, and supporting logistical components of the SETRAC assets.
- Assist with budget development, implementation, monitoring, fiscal responsibility and compliance with SETRAC policies and regulatory authorities.
- Maintain an ongoing knowledge of emergency preparedness via literature review and/or conferences.
- Actively participate in, and collaborate with, local, regional, state and federal organizations that support emergency management program development.
- Participate in drills and exercises to test plans and address any identified areas of improvement.
- Collaborate with partners, and transportation resources to maintain safe and efficient movement and storage of all assets.
- Work with stakeholders and partners in the placement and forward deployment of mobile regional emergency assets.
- Collaborate with cross-functional teams to align logistics activities with overall SETRAC goals..
- Maintain purchase records, maintenance records and overall inventory in accordance and within compliance of SETRAC policy along with following regulatory compliance.
- Establish equipment disposition, inventory procedures, compliance procedures, records, and files in accordance with federal and state grant management standards.
- Supervise all maintenance performed on mobile assets.
- Performs other duties as assigned.

QUALIFICATIONS:

- Knowledge of:
 - HPP contractual requirements
 - Microsoft applications
 - Fleet management
 - Logistics and transportation systems and processes
 - Maintenance requirements for various mobile assets
 - NIMS and the Incident Command Structure
- Ability to:
 - Work with minimal supervision
 - Communicate clearly with good organizational skills including project management and attention to detail
 - React calmly and promptly during an emergency or disaster situation
 - Coordinate transportation and logistics solutions with local and state agencies, as well as agencies outside government
 - Communicate both orally and in writing with state and local officials and the public
 - Prepare and make public speaking presentations

- Work in inclement weather/environments
- Work overtime, overnight, and on weekends during emergencies and disasters
- Work under pressure for extended periods of time

TRAINING AND EXPERIENCE:

- Fleet/warehouse maintenance/operations is preferred. High School Diploma or GED is required.
- Previous experience in emergency management of a year or more at an internship level or higher.
- Previous experience in interpreting and meeting contract requirements, strategic planning, contract management, and resource management.
- Must possess a current valid Texas driver's license or be able to obtain one within 30 days of hire. A Class A commercial driver's license is preferred.

PERFORMANCE RESPONSIBILITIES:

- Essential Functions (Job-specific):
 - Administration and management of SETRAC contract in support of Texas Hospital Preparedness Program initiatives
 - Due diligence and compliance with all Texas Hospital Preparedness Program related contract expectations and measures
 - Compliance with EMS/Trauma Systems grant / contract requirements
 - Maintain assets in deployment ready status
 - Ability to deploy into disaster areas for extended periods of time
 - Other duties as assigned
- Essential Functions (All employees):
 - Present a positive image of the organization by a neat and professional appearance.
 - Maintain organization and member confidentiality.
 - Contribute to and participate in team and individual efforts to improve the quality of services.
 - Show initiative and judgment in controlling the utilization of resources.
 - Adhere to acceptable standards of business ethics and integrity, and comply with all federal, state and local laws, rules, and regulations in all aspects of business.
 - Must discuss with all supervised personnel the compliance policies and legal requirements pertaining to the organization.

CODE OF CONDUCT:

Employee follows a SETRAC Personnel Policies of work-related rules intended to guide employees to the highest standards of business ethics/compliance that include, but are not limited to, the following:

- Legal Compliance: comply with federal/state laws and regulatory guidance.
- Business Ethics: accurately & honestly represent SETRAC and not defraud anyone of money, property or service.
- Confidentiality: protect confidential information.
- Conflict of Interest: do not use position to profit personally.
- Business Relationships: business transactions are free from offers or solicitation of gifts/favors.
- Protection of Assets: preserve assets by using resources prudently and effectively.

SERVICE EXCELLENCE CRITERIA:

- Shows courtesy, compassion and respect.
- Communicates with all customers appropriately.
- Contributes to teamwork and harmonious working relationships.
- Supports and demonstrates continuous improvement of quality and service.
- Shares ideas and suggestions.
- Participates in projects.
- Reports problems/unusual events appropriately.
- Participates in problem solving.
- Demonstrates behavior that promotes professionalism and self-development.
- Participates in educational programs/seminars.
- Promotes cost consciousness.
- Displays professional appearance.
- Promotes professional environment, including emphasis on cleanliness and safety.

TYPICAL PHYSICAL DEMANDS:

Works in multiple environments. Must possess physical and mental health to meet the demands of the position. Must be able to travel and participate in various conferences, and regional exercises, the TSA-Q Catastrophic Medical Operations Center, and appropriate meetings related to state and regional emergency management activities. Must be able to serve for extended periods of time, with high stress loads, in extreme weather environments during activations.

JOB RELATIONS:

Accountable to: Logistics Manager

Supervisor of: None

ACKNOWLEDGEMENT:

I hereby acknowledge receipt of and agree to abide by the above position description, which covers the general responsibilities of my position of employment with the Southeast Texas Regional Advisory Council.

Signature of Employee

Date

Signature of Witness

Date