

	RULES AND REGULATIONS	Personnel Job Descriptions Division Chief-Logistics
	Revised Date:	Article: I Section: 102.12.4
	Effective Date: 1/13/2026	Pages: 2
	Kevin Ward Board Chairman	Britt Clark Fire Chief

The Logistics Division Chief provides overall management, coordination, and strategic direction for the Logistics Division and its programs, ensuring effective support of emergency and non-emergency operations. This position oversees fleet and facilities management, equipment and supply procurement, communications and logistical support for incidents and training, and resource readiness and accountability. Responsibilities include development and implementation of departmental policies and procedures, coordination with internal staff, external agencies, and vendors, and budget planning and oversight for logistics-related programs. The Logistics Division Chief ensures compliance with applicable regulations and standards while promoting efficient, sustainable, and reliable logistical operations in support of the department's mission.

Supervision Received:

Works under the general supervision of the Fire Chief.

Supervision Exercised:

Supervises all Logistics Division personnel while engaged in division-related duties. This includes direct supervision of Logistics Division staff, support personnel, and any employees assigned permanently or temporarily to the Logistics Division, ensuring effective performance, accountability, and coordination in support of departmental operations.

Essential Functions:

The following list describes several of the essential functions of this position; the list may be supplemented as necessary.

- Provides supervision and leadership to Logistics Division personnel, including mentoring, coaching, counseling, performance evaluations, and discipline, consistent with department policy and ICS principles.
- Trains, develops, and ensures qualification and readiness of Logistics Division personnel in accordance with NIMS, ICS, and applicable standards.
- Serves as the primary logistics liaison with State, Federal, County, and local agencies, cooperators, and vendors; represents the fire district in matters related to logistics, supply, facilities, ground support, communications, and medical support functions.

- Develops, prepares, and reviews Logistics Section–related strategic and operational plans, including policies, procedures, and resource support plans consistent with ICS.
- Prepares and reviews statistical, financial, and operational reports related to Logistics Division programs, resource utilization, and performance.
- Develops, manages, and administers the Logistics Division budget, including forecasting, cost tracking, and long-term resource planning.
- Assists with logistics-related billing, reimbursement, and cost recovery processes associated with emergency incidents, mutual aid, and interagency support.
- Manages cooperative agreements, contracts, and memoranda of understanding related to logistics support, fleet services, facilities, equipment, supplies, and vendor services.
- Oversees fleet, facilities, equipment, and supply programs to ensure resource availability, accountability, maintenance, and readiness in support of incident operations.
- Coordinates and provides logistical support for emergency incidents, planned events, training, and special operations, including resource ordering, tracking, staging, and demobilization in accordance with ICS procedures.
- Pursues grant funding and other external funding opportunities to support logistics, fleet, facilities, communications, and equipment needs.
- Establishes and maintains effective working relationships with department personnel, cooperating agencies, vendors, and the public to support unified command and interagency operations.
- Responds to major emergencies, incidents, and extended operations as necessary, providing logistics leadership and coordination consistent with ICS/NIMS.
- Performs other duties of a similar nature or level as assigned.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.