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DATE POSTED:
POSTED BY:
CLOSING DATE/TIME:

AUGUST 31, 2026
HR DEPT.
SEPTEMBER 14, 2026/5:00PM

All applicants must submit an online application to be considered for the position. To apply, please visit <https://www.kentcountyde.gov/My-Government/Employment-Human-Resources/Employment-Opportunities> if you have any questions, please feel free to contact the Human Resources department at (302) 744-1918 or by email at hr.recruitment@kentcountyde.gov.

Department of Public Safety
Emergency Medical Services Division
Contractual, GRADE 2103
\$23.50/hour

LOGISTICS SUPPORT TECHNICIAN

General Description

The Logistics Support Technician plays a critical role in the operational readiness and efficiency of the Kent County Emergency Medical Services (EMS) Division. This position is primarily responsible for the comprehensive management and coordination of logistical functions, ensuring that all EMS personnel are equipped with the necessary resources, including appropriate medical equipment, operational vehicles, and essential supplies, to perform their duties safely, effectively, and in compliance with established protocols. The incumbent will be instrumental in maintaining precise inventory records, fostering productive relationships with vendors, and overseeing routine equipment maintenance. Work is performed under general supervision and demands exceptional attention to detail, a proactive approach, and a strong sense of accountability for county assets and service delivery.

Duties and Responsibilities

The responsibilities of the Logistics Support Technician include, but are not limited to, the following:

- **Inventory Management:** Assisting in the full lifecycle management of medical equipment and supplies, encompassing accurate ordering, meticulous receiving, precise tracking, and systematic distribution to various EMS units and personnel.
- **System Administration:** Maintaining and updating inventory management systems, such as Operative IQ, to ensure data integrity and real-time visibility of all logistical assets.
- **Maintenance Coordination:** Collaborating with relevant parties to coordinate timely repairs and scheduled routine maintenance for all EMS medical equipment, divisional facilities, and departmental vehicles, ensuring optimal operational status.
- **Vehicle Operations:** Operating Non-Commercial Driver's License (CDL) EMS support vehicles and trailers to facilitate logistical needs, including support for large-scale deployments, delivery of equipment and supplies, and support for special events.
- **Facility and Vehicle Readiness:** Performing minor housekeeping and essential maintenance tasks within EMS support spaces and vehicles to guarantee cleanliness, orderliness, and consistent operational readiness.

- **Incident and Event Support:** Providing crucial logistical assistance during significant incidents, large public gatherings, or extensive training exercises, often requiring rapid deployment and adaptability.
- **Accountability and Record Keeping:** Meticulously maintaining comprehensive records to ensure strict accountabilities for all issued County property and equipment, adhering to all auditing and compliance standards.
- **Administrative and Planning Support:** Providing dedicated logistical support to EMS administration for various special projects and contributing to strategic operational planning as required.
- **Other Duties:** Performing additional duties as assigned by management, consistent with the needs and objectives of the Emergency Medical Services Division.
- Performs related work as required.

Minimum Education and Experience Requirements

- Possession of a High School Diploma or General Educational Development (GED) equivalency.
- A minimum of one (1) year of demonstrable experience in logistics, warehouse operations, vehicle/facility maintenance, or emergency medical services/fire support services.
- An equivalent combination of education, training, and experience that collectively provides the requisite knowledge, skills, and abilities necessary to fulfill the duties of this position will be considered.
- Possession of the current State of Delaware Emergency Medical Technician (EMT) certification is preferred.

Additional Requirements:

Candidates must meet the following additional qualifications:

- Must be at least eighteen (18) years of age.
- Successful completion of the Kent County selection process, which includes a comprehensive psychiatric examination, a physical examination, and physical agility testing.
- Successful completion of written, oral, and practical examinations.
- A thorough background investigation, encompassing driving records, criminal history, and credit history.
- Ability to comprehend and execute both oral and written instructions accurately.
- Proficiency in preparing precise and comprehensive written reports.
- Demonstrated ability to perform minor maintenance tasks on emergency vehicles.
- Maintenance of a good driving record, subject to review and determination by the County.
- Exemplary moral character, as determined by background investigation.
- Demonstration of a high degree of dependability and a strong work ethic.
- Capability to effectively contribute as an integral part of a team.
- Possession of sound judgment, integrity, and tact in all professional interactions.
- Operational knowledge of personal computers and pertinent software applications.
- Commitment to regular and timely attendance.
- Consistent performance of all duties in a safe and responsible manner.

Physical and Environmental Conditions

The work environment for this position is diverse and dynamic, often exposing the incumbent to varying conditions:

- **Work Settings:** Duties are performed across a variety of environments, including EMS stations, dedicated supply rooms, warehouses, outdoor areas, and occasionally at the scene of emergency incidents or large public events.

- **Environmental Exposure:** Conditions may involve exposure to extreme temperatures, inclement weather, elevated noise levels, and potential hazards such as active moving vehicles or heavy equipment.
- **Personal Protective Equipment (PPE):** The role necessitates the regular use of appropriate personal protective equipment (PPE), including but not limited to gloves, safety goggles, and masks, particularly when handling medical supplies or operating in environments with potential exposure to biohazards or airborne pathogens.
- **Physical Demands:** The position requires significant physical exertion, including regular lifting, pushing, and moving of heavy equipment or supply containers (up to 100 pounds). Frequent bending, reaching, and climbing stairs are also required.
- **Vehicle Operation:** Duties include the safe operation of County vehicles, specifically support units and trailers, which involves extended periods of sitting, driving, and the manual loading and unloading of equipment.
- **Work Schedule:** Occasional work during nighttime hours, weekends, or during emergency deployments, including support operations at mass gatherings or disaster scenes, may be required

Special Certifications and License Requirements

- Must possess and maintain current American Heart Association (AHA) Basic Life Support (BLS) certification.
- Must successfully pass physical strength and agility testing to qualify for and retain the position.
- Must successfully pass testing for infectious diseases.
- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S.C. 12101 et. seq.), Kent County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is an employment at-will position.