



EMPLOYMENT OPPORTUNITY

Job Title:	Public Health Emergency Preparedness and Response (PHEPR) Warehouse Coordinator
Department:	Health Services (Public Health Department)
Annual Salary:	\$45,929 - \$50,943 (based upon experience)
Application Period:	August 10, 2023 - Until Filled

PRINCIPAL DUTIES: Responsible for the management of daily operations, activities and disaster response of the Public Health and Emergency Preparedness and Response (PHEPR) warehouse supplies and equipment; in coordination with the Office of Emergency Management. Responsible for Health Services inventory management of equipment and supplies, including Strategic National Stockpile (SNS) via an electronic inventory asset system; logistical planning for warehouse operations; implements quality control procedures for receiving and distribution of equipment and supplies; responsible for Public Health vehicle, communication, and equipment maintenance; oversees resource management and assists with budgeting. Helps coordinate and participate in exercises according to grant requirements including staff call downs, site activations, facility set ups, and dispensing operations for the Cities Readiness Initiative (CRI) metropolitan statistical area. Responsible for delivery and setup in coordination with the PHEPR Team of all equipment and supplies for public health emergencies, exercises and events. This is an essential duty position in the event of a designated public health emergency, or local designated Disaster Declaration. Performs other duties as assigned. At times will be required to work other than normal business hours in order to complete assigned duties. May perform a variety of functions during a public health emergency, in accordance with NIMS-compliant ICS management structure and the HSR 6/5S All- Hazards Emergency Management Plan.

KNOWLEDGE/SKILL/ABILITY AND REQUIREMENTS:

Knowledge of: Public health/emergency management functions and goals; database and inventory management systems; and resource management.

Skill/Ability to: possess excellent organizational skills and attention to detail; effectively communicate with all personnel and other stakeholders in a professional and productive manner; work independently and exercise sound judgement; work well with others in a team environment including constructive engagement in expressing ideas and resolving conflict; demonstrate proficiency in both oral and written communication; understands and follows written and oral instructions; compile and produce inventory reports, works well under pressure and can meet various deadlines; ability to evaluate information accurately and effectively including interpretation of federal, state and local regulations; ability to initiate projects and work on multiple projects at one time; establish and maintain effective working relationships with departmental employees, other county departments and stakeholders; have prompt and consistent attendance.

Must be able to lift 50lbs to chest height in order to load/unload materials onto shelves or assemble pallets.

Must possess a valid Texas Driver's License.

NIMS certification, obtain and maintain.

Must be able to drive an operate typical warehouse material moving equipment and vehicles including but not limited to: car/SUV, pickup truck, forklift, pallet lifter, hand truck, pallet jack, powered hand tools.

EXPERIENCE and TRAINING:

Associates or Bachelor's Degree with 2 years of experience in Public Health Emergency Preparedness or Emergency Management and warehouse, logistical and inventory operations;

or High School Diploma or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Any applicant conditionally selected for this position will be required to submit to a physical and drug testing, before commencing employment

APPLY AT:
CHAMBERS COUNTY HEALTH SERVICES
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