



**Title: Logistics Technician**

**Date: 3/8/18**

**Reports to:** Training and Logistics Director

**Salary:** Group 2 (\$14.42-15.87) Hourly

**Location:** Flagstaff, AZ

**Status:** Full time, non-exempt, regular

**Benefit Eligible:** Full as per Conservation Legacy policies

**Start Date:** April 2018

### **Arizona Conservation Corps (AZCC)**

Arizona Conservation Corps (AZCC) operates conservation service programs across Arizona that empower individuals to positively impact their lives, their communities and the environment. AZCC has operational bases in Tucson, Flagstaff, Safford, and White River-Pinetop. Arizona Conservation Corps, a program of Conservation Legacy, aims to continue the legacy of the Civilian Conservation Corps of the 1930s. AZCC is focused on connecting youth, young adults and recent era military veterans with conservation service work projects on public lands. Our programs promote personal growth, experiential learning and an ethic of natural resource stewardship while incorporating the guiding principles of community, dedication, challenge, integrity and fun!

### **Position Summary**

The Logistics Assistant's primary responsibility is to logistically support crews with equipment, tools, vehicles, and food. Evening, overnight and weekend work required on occasion. A flexible schedule is a must.

### **Essential Responsibilities and Functions:**

#### **Program Logistics**

- Manage and organize a clean and efficient operations center (the office and shop).
- Supervise and manage de-rigs and re-supply for all crews and programs.
- Repair hand tools, chainsaws and forestry equipment, camp equipment, uniforms, and supplies as needed.
- Purchase supplies for new programs as they arise.
- Manage the repair and maintenance of the Flagstaff based fleet of vehicles and trailers and lead driver training for leaders as needed.
- Manage vehicle parking areas.
- Purchase supplies and equipment to maintain the office and the shop.
- Maintain and create organizational systems for logistical management.
- Provide occasional logistical support to AZCC crews in various locations across Arizona
- Participate in a weekly on-call system for crews in the field.
- Participate in trainings both as a trainer and/or trainee.

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**General Administration**

- Manage credit card, petty cash, and other expenses related to program operations.
- Meet weekly with Statewide Logistics Team to go over program purchases, budget, statewide logistical needs, and expenses.
- Other duties as assigned by supervisor

**Physical Requirements:**

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Logistics Assistant is required to sit, stand, walk, speak and hear. The Logistics Assistant may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The Logistics Assistant may be required to lift up to 50 pounds unassisted. The ability to drive an organizational vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

**Qualifications:**

- Experience with AZCC or other conservation corps, professional trail and/or fire crew, or conservation-based program required.
- Excellent organizational, managerial and problem-solving skills
- Advanced experience in fleet management, small engine repair, and hand tool repair and maintenance
- Current CPR & WFA certified; has demonstrated good judgment in emergency situations.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- Proficient in computer programs, databases, other technology.
- Must be able to pass Conservation Legacy's criminal history checks.
- Valid driver's license and an insurable driving record.

**To Apply:** Send Cover letter and resume to Michael Meredith, Training and Logistics Director: [mmeredith@conservationlegacy.org](mailto:mmeredith@conservationlegacy.org) Review of application materials will begin as soon as they are received; Position is subject to close without notification.