



Scheduling/Logistics Coordinator

Washington County offers a full compensation package that reflects how much we value our employees.

Please take a look at what you can expect to earn as a **Scheduling/Logistics Coordinator** during your first year as a full time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
 - **Vested in just five (5) years.**
 - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An Annual minimum Salary of \$61,152.00 starting..**

If our **Scheduling/Logistics Coordinator** comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



JOB TITLE:	Scheduling/Logistics Coordinator	GRADE	12
DEPARTMENT:	Division of Emergency Services	FLSA STATUS:	Non-Exempt
REPORTS TO:	Director, Division of Emergency Services		

GENERAL RESPONSIBILITIES

The Scheduling/Logistics Coordinator is a full-time highly specialized position that is under the supervision of the Director of Emergency Services. The Scheduling/Logistics Coordinator is responsible for the daily scheduling of DES field staff and general management of the DES Telestaff program.

In addition to the duties listed above, the Scheduling/Logistics Coordinator also performs a wide variety of tasks throughout the county, both technical and administrative in nature, related to the upkeep and maintenance of the Divisions equipment and apparatus fleet.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Handles the daily scheduling of DES Field Operations employees in fire and EMS stations.
2. Receives and approves scheduled leave request per policy.
3. Ensures daily staffing levels are at department minimums, and take necessary steps to correct any deficiencies.
4. Ensure the Telestaff Scheduling database is up to date.
5. Notifies appropriate DES staff of changes in daily staffing levels and/or assignments.
6. Manages the DES overtime roster and call backlists.
- 7.
8. Handles all inventory and maintenance for field operations apparatus and equipment that is owned and operated by the Division of Emergency Services.
9. Maintain tracking system of PPE assigned throughout the county.
10. Train/orientation of volunteer and career staff on use of Division apparatus and equipment.
11. Coordinate the distribution of equipment/apparatus and materials to various volunteer companies and locations.
12. Prepares lists of needed materials for re-supply or replacement on the various county owned apparatus.
13. Be knowledgeable of and adhere to administrative procedures and policies as established by the NFPA as related to self-contained breathing apparatus and structural firefighter PPE.
14. Maintain records on equipment for tracking and maintenance issues.
15. Maintain current knowledge of all federal, state and local regulations regarding the safety and use of respirators and self-contained breathing apparatus.

All other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to effectively coordinate the scheduling activities of DES field staff.
- Effective communications skills.
- Ability to develop and maintain excellent working relationships with government officials, co-workers, contractors, volunteers and the public.
- Knowledge of local, state and national laws and standards as they apply to the field of public safety.
- Knowledge of Washington County geography and surrounding areas.
- Able to communicate effectively both orally and in writing and to interact with students, public officials and staff at all levels in a courteous and efficient manner.
- Ability to project a professional and positive manner.

- Able to understand and follow oral and written instructions.
- Familiar with Microsoft Word, Excel and Outlook.
- Working knowledge of the principles and practices of public safety scheduling and Telestaff program.
- Knowledge of fire, rescue and EMS systems; principles, protocols, apparatus and equipment.
- Ability to maintain confidential personnel and medical information in accordance with the applicable laws and regulations.
- Ability to effectively organize work, determine priorities, make decisions and complete assigned duties in a timely manner with minimal supervision.

EDUCATION AND EXPERIENCE:

- Education: High School Diploma or GED
- Experience: Experience and skill in the operation, maintenance and repair of firefighting, rescue and emergency medical service equipment.
- General experience in operating computers and software programs.
- Certifications in Maryland Emergency Medical Technician (minimum), Firefighter II, Fire Officer II, Fire/Emergency Services Instructor – Level II, and NIMS – ICS 100, 200, 300, 400, 700, and 800.
- Comprehensive knowledge of fire suppression, rescue and EMS systems, principles, protocols, apparatus and equipment.
- Knowledge of NFPA Guidelines, MIEMSS, COMAR Title 30, DES and the WCVFRA policies and procedures, standard operating procedures for Washington County personnel rules and regulations.

PHYSICAL REQUIREMENTS:

Must be able to work inside and/or outside. Must be capable to legally drive a MFRI vehicle, towing appropriate trailers, making trips around the state and being available for assistance for weekend and evening classes. Works with high pressure equipment capable of creating over 5,000 pounds per square inch pressure. Operates a variety of hand and power tools or mechanical equipment specific to the requirements of the job.

Must have the use of sensory skills to effectively communicate and interact with other employees and the public through, the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling in observing field activity in all areas. Ability to perform various functions under emergency conditions including moderate to severe weather and atmospheric conditions

SPECIAL REQUIREMENTS:

1. Possession of a valid Maryland Class B or higher Driver's License, or other states equivalent.
2. Required to work varied hours including evenings and weekends as needed and required to be available for on-call emergencies.
3. This position is subject to random drug testing.
4. The probationary period for this position is 12 months.

01/2025

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/internal-jobs/>
or
2. Complete and email an Application to HR@washco-md.net
or
3. Complete and mail Application to:
**Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:
Tuesday, July 15th, 2025 @ 4:00pm