



LOGISTICS COORDINATOR

COMPETITION: #2659-50055778

SECTION: Emergency Planning Unit, Emergency & Operational Planning Section
STATUS: Regular full-time
HOURS OF WORK: Four-day compressed workweek
Thursday to Sunday, 7:00 a.m. to 4:00 p.m.
SALARY: Pay Grade 17 - \$31.66 to \$37.20 per hour
COMPETITION END DATE: Friday, May 1, 2026

This position coordinates equipment and supplies for the Emergency Operations and Planning Section (EOPS) at the Vancouver Police Department by ordering, monitoring, and maintaining an adequate supply of equipment, gear, and supplies.

ESSENTIAL DUTIES

- Liaises with VPD Stores staff and vendors in the ordering of supplies, equipment, and uniforms for training and operational deployments
- Monitors and maintains adequate stock levels according to known or anticipated demands
- Identifies, loads, transports, and deploys personal issue gear and equipment
- Participates in the preparation and planning of logistics for training and operational deployments
- Coordinates the set-up or installation of equipment and supplies
- Identifies and arranges for event and site-specific requirements
- Operates a transport vehicle, including a command vehicle, transporting equipment and members
- Serves as a site coordinator at events and provides direction to staff and members assigned to logistical roles
- Operates small gas-powered, electric, and hand tools to clear training areas of debris
- Maintains storage facilities in a clean, orderly, secure and safe condition
- Prepares and maintains files and records
- Other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Thorough knowledge of traffic rules and regulations governing the safe operation of vehicles
- Sound knowledge of the various types and uses of supplies and equipment required by sections served, and of hazards and safety precautions related to the work
- Working knowledge of methods and procedures involved in sourcing, ordering, receiving, recording, storing, and issuing various supplies and equipment
- Some knowledge of city streets and those of other municipalities
- Ability to operate and park a variety of vehicles safely and effectively
- Ability to source, order, receive, record, store, and issue supplies and equipment
- Ability to coordinate the set-up of equipment, supplies, and other event and site-specific requirements
- Ability to provide on-site logistical support for training and operational deployments
- Ability to use software systems used in the work and to perform related clerical tasks
- Ability to maintain effective working relationships with internal and external contacts
- Sufficient physical strength and agility to permit handling heavy items

Preferred:

- Ability to understand and effectively carry out oral and written instructions
- Ability to keep accurate inventory and records
- Excellent organizational and planning skills



- Numerical ability – detail-oriented
- Ability to work independently, maintain attention, juggle multiple priorities, and to work with and meet competing deadlines
- Excellent verbal, written, and presentation skills
- Proficient using Microsoft Word, Outlook, and Excel
- Working knowledge of the various types and uses of supplies and equipment required for emergency preparedness
- Working knowledge of police functions as to understand police needs and objectives
- Sufficient knowledge of VPD policy and procedures
- Working knowledge of emergency preparedness and emergency management programs

EXPERIENCE

Required:

- Experience in logistics or inventory coordination, including equipment handling and record-keeping

Preferred:

- Experience in a public safety, emergency management, or similar environment, including supporting deployments or training exercises, and basic equipment or vehicle maintenance

EDUCATION

- Completion of Grade 12 supplemented by courses related to the work and sound related experience
- Or an equivalent combination of training and experience

OTHER REQUIREMENTS

- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years.
- Class 5 B.C. driver's licence

We thank all applicants for their interest, however, only those short-listed will be contacted.

This position falls under the jurisdiction of Teamsters Local 31.

Applicants should submit a resume via email to vpd.civilian.jobs@vpd.ca by 4:30 p.m. on the closing date. **The competition number must be indicated in the subject line of the email.**