



**POSITION ANNOUNCEMENT
NAS Fallon, Nevada**

LOGISTICS SUPPORT TECHNICIAN

**Salary Commensurate w/Experience
FLSA: Non-Exempt**

***Tactical Air Support was named Nevada Center for Entrepreneurial Technology (NCET)
2019 Aerospace/Aviation Company of the Year***

Tactical Air Support, Inc., a national company headquartered in Reno, Nevada, provides domestic and international “**Center of Excellence**” training and advisory services in tactical aviation and is seeking an experienced **Logistics Support Technician** to join its growing maintenance and logistics teams.

Tactical Air’s motto is “*We Serve Those Who Serve*”. Our company’s purpose is twofold: We help make the world more secure through our efforts to improve the military capabilities and security of the U.S. and our partner nations and we create an environment where our employees can discover, develop, and share their talents in a way that provides a meaningful career path.

To support Tactical Air’s fleet and customer requirements, the Logistics Division maintains over 17,000 line items of aircraft parts and is developing a comprehensive logistics support network of industry leaders. The Logistics Support Technician position is an integral part of an elite team of professionals who get things done, enjoy working together, and are committed to growing with this fast-moving company.

This position is primarily located at NAS Fallon, Nevada. With a population close just under 8,500, Fallon is a small agricultural community and home to the United States Navy’s Fighter Weapons School (TOPGUN). Fallon is not far from various recreational sites, such as Sand Mountain, and there are plenty of activities and events offered throughout the year. For more information about living in Fallon, check out <https://livability.com/nv/fallon>.

The ideal candidate for the Logistics Support Technician position will be professional, highly-productive, disciplined and responsive to the needs of the company, co-workers, and its customers, with a strong background and interest in logistical operations and inventory control (supply chain) in support of very specialized aircraft and flight operations. This position will be assigned to support logistical operations and contract deliverables for Naval flight training operations (N4G). The daily functions include order fulfillments; issuing purchase orders and distribution of materials; research, validate, and initiate requisitions and daily correspondence and reports; and assist in the life cycle of products. The successful Logistics Support Technician must be familiar with Environmental, Health, and Safety regulations, policies, and mandated Quality Assurance, Security, Explosive Safety, and other applicable company program requirements. *This position will require the successful candidate to report to the Reno/Stead Logistics Center for orientation, training, and for regular ongoing support of the N4G program.*

The key desirable and preferred requirements for this position include:

- Significant experience specializing in an aviation/material control environment.
- Capable of maintaining an accurate accountability for on-hand inventory.
- Prior aviation logistical operations experience.
- Must be proficient in Microsoft Office Suite, including Excel; knowledgeable in inventory control database systems advantageous.
- Familiarity with shipping, receiving, and handling of hazardous materials.
- Strong interpersonal skills and ability to provide excellent customer service.
- Strong organizational and time management skills.
- Ability to manage multiple roles and projects.
- Ability to read, listen to, and understand information and ideas verbally and in writing.
- Creativity, positivity, and confidence.
- Regular travel to various work sites throughout the U.S. required.
- Ability to obtain U.S. government security clearance; must submit to criminal background check and pre-employment drug testing (including marijuana).

The level of position and salary offered will be dependent upon experience and qualifications. If you are a dynamic, self-motivated, problem-solver who appreciates challenging yet rewarding work, with a keen interest in air operations and logistical support, Tactical Air invites you to apply. `FXAll applicants must submit a current resume and completed employment application, which may be obtained at <https://tacticalairsupport.com/jobs/>.

This position will remain open until filled.

If any candidate requires assistance in accessing or completing an employment application, please contact Human Resources.

*Tactical Air Support is proud to be an **EOE AA M/F/Vet/Disability** Employer*

Tactical Air Support, Inc and Associated Subsidiaries Position Description

LOGISTICS SUPPORT TECHNICIAN I, II, or III

Reports to: Director of Logistics or as assigned*
Classification: Non-Exempt
Date: 1 November 2017

Tactical Air Company Values:

- **Integrity** – we are honest and truthful in what we say and do.
- **Excellence** – we develop the highest quality people, products, and services.
- **Respect** – we are proven experts valued for our ability and experience.
- **Reliability** – we provide consistent, dependable, and trusted performance.
- **Commitment** – we are dedicated to our mission, customers, and each other.

Core Values:

- **Character matters.**
- **Safety is a byproduct of our professionalism.**
- **Excellence is our standard.**

Employees are expected to apply and follow these principles in the performance of their respective duties:

- Pursue excellence and be accountable.
- Develop working knowledge of company programs and services.
- Learn and comply with company and departmental policies, protocols, and systems.
- Apply customer service practices and emotional intelligence to cultivate and maintain professional and respectful relationships with co-workers, customers, public/private officials, partners, suppliers, local communities, and the general public.
- Be aware of safety program and policies and practice safe work habits.
- Perform quality work with or without direct supervision.
- Work collaboratively, cooperatively, and effectively with co-workers, managers, and stakeholders whether as a team player, team leader, or individual contributor.
- Serve as a mentor, coach, encourager, and motivator to fellow colleagues as needed.
- Exercise self-motivated, self-directed, independent, and mature decision-making, problem-solving, creative thinking, and analytical skills.
- Approach work with energy, a positive attitude, and sense of humor.
- Be flexible, adaptable to change, and willing to learn.
- Be a good steward of company resources, using time and resources wisely.
- Safeguard confidential and proprietary information in accordance with company and legal requirements.

Position Summary

Under general supervision, the Logistics Support Technician is responsible to coordinate the organization's logistical operations and inventory control (receive, store inventory, issue, distribute, ship supplies, equipment, and materials) in support of aircraft and flight operations. The daily functions of this position will include order fulfillment to multi-state company locations and other customers, as directed; issue purchase orders and distribution of materials; research, validate, and initiate requisitions and daily correspondence and reports; and assist in the lifecycle of products including acquisition, internal allocation, delivery, and final disposal. The successful Logistics Support Technician is responsible for the self-directed adherence to the Environmental, Health, and Safety regulations, policies, and mandated Quality Assurance, Security, Explosive Safety, and other applicable company program requirements. The position

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classification and level of responsibility will be determined by background, education, experience, and seniority.

The following education and experience; essential functions; knowledge, skills, and abilities; physical demands; and work environment are generally representative of the minimum or preferred requirements to enter the job and capably perform the duties and responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Education, Work Experience, and Licenses

- High school diploma or GED; certification in trade or technical school preferred.
- Two years' experience in logistical setting with focus on aircraft/aviation industry.
- Equivalent combination of training, education, and experience in a relevant field or industry.
- Familiarity or experience aircraft operations preferred.
- Familiarity or experience with Individual Material Readiness List (IMRL) and Support Equipment Requirements and Management Information System (SERMIS) advantageous.
- Prior military experience preferred.
- Valid State Driver license.
- Forklift certification or ability to obtain certification required.

Essential Functions Required

The essential functions for this position may include, but are not limited to:

- Comply with all environmental, health, and safety regulations, policies, and mandated quality assurance, security, and other application program requirements.
- Comply with participate in Foreign Object Damage (FOD) program.
- Receive all material, machinery, chemicals, and supplies.
- Verify shipments against requisitions and purchase orders upon arrival.
- Prepare items for shipment to customers and/or return to supplier.
- Utilize standards and processes for shipping and receiving of materials to various locations.
- Maintain accurate accounting and reporting system for Individual Materials Readiness List (IMRL) property.
- Review, interpret, and analyze activity asset reports in their entirety and other related support equipment dispositions.
- Operate a truck, forklift, pallet jack, or hand truck to move, load, and unload supplies.
- Assist in conducting scheduled and unscheduled physical inventory.
- Maintain shelves and other storage spaces in a clean and orderly condition; maintain cleanliness in the supply warehouse.
- Ensure all applicable safety and security measures and procedures are followed.
- Attend meetings and conferences as required.
- Other duties as assigned by the delegated lead/supervisor.*

Knowledge, Skills, and Abilities (KSAs)

- Ability to read and interpret all reports, directives, publications, and manuals pertaining to assigned responsibilities.
- Ability to operate standard office equipment such as such as telephone, photocopier, filing cabinets, calculators, etc.
- Ability to operate stationary and portable bar code readers.

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- Ability to use common hand tools and equipment to package, handle, and transport equipment, supplies, and materials.
- Basic methods used in the receipt, storage, inventory, and distribution of supplies and materials.
- Knowledgeable in the Hazardous Materials Management System (HMMS) for shipping, receiving, and handling of hazardous material.
- Occupational hazards and standard safety practices necessary in the area of supply, materials, and equipment storage, and truck loading/delivery.
- Ability to operate forklift, pallet jack, and other standard warehouse equipment.
- Ability to be self-directed in the adherence to all government and company requirements.
- Knowledgeable in principles of customer service
- Strong PC-based computer skills; proficiency utilizing various software such as Microsoft Office, web-based e-mail/calendar applications, and virtual office/cloud-based file sharing (i.e., G-Suite/Google for Work, Google Hangouts, GoToMeeting, etc.); inventory control management systems.
- Ability to manage files and maintain records in compliance with standard or required recordkeeping practices.
- Strong, effective communication skills, both verbally and in writing; with emphasis on ability to read, write, and comprehend the English language.
- Ability to plan and carry work through to completion with accuracy and attention to detail.
- Ability to comfortably manage multiple tasks and projects utilizing time management and organization skills.
- Knowledge of proper telephone and email practices and etiquette.

Supervisory Responsibility

This position has no supervisory responsibilities.

Physical Demands

- Frequent periods of standing and/or sitting.
- Frequent use of desktop/laptop computer and peripheral equipment.
- Frequent periods of reading and analyzing fine print.
- Frequent stooping, standing, and carrying.
- Frequent lifting up to 50 pounds (with assistance, if required).
- Regular use of hands and fingers to handle, feel, or operate objects, tools, or controls; reaching with hands and arms.
- Frequently required to actively talk, listen, and hear.
- Regularly ascend/descend stairs.st

Work Environment

While performing the duties of this position, employees may encounter the following, but not limited to, work situations:

- Fast-paced, high-pressure, environment.
- Aircraft hangar or warehouse environment with exposure to loud noises, fumes from engines and chemicals, unpredictable climate (hot/cold), and trip or slip hazards.
- Specific work hours determined by site/location, operational, departmental, or contractual requirements.
- Occasional evening, weekend, holiday, and overtime work may be required.
- Occasional travel to various work sites throughout the U.S. may be required.

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Work Authorization/Security Clearance

- Completion and submission of a U.S. government I-9 Form.
- Subject to pre-employment, random, or for-suspicion drug testing, including marijuana.
- Eligibility for a U.S. government security clearance may be required.

**The statements herein are intended to describe the general nature and level of the position but may not encompass all specific job tasks an employee so classified may be required to perform. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Tactical Air Support, Inc. Furthermore, this position description does not establish a contract or implied contract for employment.*