



Logistics Coordinator

Department of Field Operations

SALARY	TYPE	SCHEDULE	DATE POSTED	BENEFITS
\$41,547-\$44,972	Full time	M-F 8:30am-4:30pm	7/30/2026	Full Benefits

DEPARTMENT PROFILE

The Department of Field Operations is comprised of nine teams and 50+ fulltime employees. These teams include Events, Fleet, Parks, Sanitations, Signals and Lighting, Special Projects, Streets, and Utilities. Commonly known as Public Works in many jurisdictions, this department is tasked with ensuring Salisbury is welcoming and inviting to residents and visitors alike.

POSITION PROFILE

Under the supervision of the Assistant Director of Field Operations, the Logistics Coordinator is responsible for supporting city-wide operations by performing logistical tasks. This position receives incoming supplies, organizes, issues, decommissions, surpluses, and ships outgoing supplies. The position is also responsible for coordinating, conducting, and tracking Forklift Operator and CDL Class B training and certification programs for Field Operations employees to ensure compliance with City policies and applicable safety regulations.

EDUCATION

High School diploma or equivalent required

EXPERIENCE

Experience with inventory management and procurement processes preferred.

Experience coordinating or delivering employee training programs is preferred.

HOW TO APPLY

1. Visit [Salisbury.md/apply](https://salisbury.md/apply)
2. Submit City Application, Cover Letter, and Resume

The City of Salisbury is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

Capital of the Eastern Shore

REQUIREMENTS / CERTIFICATION

Valid Maryland CDL Class A with applicable endorsements is preferred or CDL Class B with applicable endorsements and 3 years of certification

Forklift Operator Certification

City of Salisbury, MD

Classification Description

Classification: Logistics Coordinator I

Grade: 4

Department: Field Operations

FLSA Status: NE

Date: 07/29/2026

Position Profile: Under the supervision of the Assistant Director of Field Operations, the Logistics Coordinator is responsible for supporting city-wide operations by performing logistical tasks. This position receives incoming supplies, organizes, issues, decommissions, surpluses, and ships outgoing supplies. The position is also responsible for coordinating, conducting, and tracking Forklift Operator and CDL Class B training and certification programs for Field Operations employees to ensure compliance with City policies and applicable safety regulations.

Duties and Responsibilities

Administrative Management/Task Completion: Performs logistical duties to include record keeping of inventory incoming and outgoing with associated tasks.

- Works independently with minimal supervision.
- Able to communicate effectively with City staff and outside parties through telephone and email.
- Proactively orders materials and supplies to allow City operations to run effectively.
- Maintains training records and certification documentation for Forklift Operator and CDL Class B programs.
- Coordinates employee enrollment, scheduling, and recertification for required training programs in compliance with Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse and Federal Motor Carrier Safety Administration (FMCSA)

Skill Proficiency/Technical Aptitude: Proficient in hardware, software, and equipment required for logistical operations.

- Able to operate a forklift to store materials appropriately in the City stockroom.
- Able to maintain an accurate inventory of stockroom materials using appropriate computer software, including MS Outlook, Excel, Word, and MUNIS.

- Conducts and/or coordinates Forklift Operator training and certification for Field Operations employees.
- Conducts and/or coordinates CDL Class B training and certification activities, ensuring employees meet departmental and regulatory requirements.
- Maintains accurate electronic and physical records of employee certifications, renewals, and training compliance.

Leadership/Role Model: Acts as a role model among colleagues and is able to have a collaborative relationship with others.

- Excellent organizational and interpersonal skills, including written and verbal communication skills.
- Ability to resolve problems or issues using judgment consistent with standard practices, policies, and procedures.
- Collaborates with Field Operations staff, as well as other City departments.
- Acts as a representative of the City to the public.
- Provides guidance and instruction to employees participating in forklift and CDL Class B training programs while promoting a culture of safety and compliance.

Stewardship/Resources: Assists the Assistant Director with inventory, supply, material, and training management.

- Prepares purchase requisitions for direct purchase or processing.
- Maintains the purchase requisition register and cross-references purchase requisition numbers.
- Assists in reducing City inventory through auction and/or surplus of assets no longer needed.
- Maintains the Field Operations key box inventory, including building, facility, and vehicle keys with associated sign-in/sign-out documentation.
- Maintains various reports and documents.
- Tracks training costs, certification expirations, and compliance requirements for Forklift Operator and CDL Class B programs.
- Coordinates with outside training providers and regulatory agencies as necessary.

Development/Professional Development: Stays informed on current department practices by attending workshops and educational programs or reading specialized literature.

- Continues to attend relevant meetings and training.
- Cross-trains as necessary to assist other divisions within Field Operations.
- Maintains current knowledge of OSHA, FMCSA, Maryland CDL, and forklift safety regulations and training requirements.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity, and ethical behavior.
- **Teamwork:** Works well as part of a team through respectful and collaborative relationships with colleagues, customers, affiliates, and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds, and invents criteria to resolve problems by combining creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.
- **Safety & Compliance:** Ensures employee certifications, training records, and regulatory requirements remain current and compliant with applicable standards.

Education and Experience

- High school diploma or equivalent required.
- Valid Maryland CDL Class A with applicable endorsements is preferred or CDL Class B with applicable endorsements and 3 years of certification.
- Forklift Operator Certification.
- Experience with inventory management and procurement processes preferred.
- Experience coordinating or delivering employee training programs is preferred.

Physical Requirements

Work requires occasional physical effort in the handling of materials up to 40 pounds and/or standing or walking 50% or more of the time. The work involves risks or discomforts requiring special safety precautions, including working around moving parts, heavy equipment, vehicular traffic, machines, or chemical substances, and observance of traffic laws while operating City vehicles. This position also requires demonstrating and supervising the safe operation of forklifts and commercial vehicles during employee training activities. May require working in adverse weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.