

## **Buda Fire Department Job Description**

**Job Title:** Quartermaster / Facilities Coordinator  
**Department:** Buda Fire Department  
**Reports To:** Assistant Chief  
**FLSA Status:** Exempt  
**Prepared By:** Raymond Seyfried  
**Prepared Date:** 01/20/2024  
**Approved By:** Chief Huckaby  
**Effective Date:** 01/29/2024

### **SUMMARY**

Coordinates, plans, and organizes the Logistics Program to include fire, rescue, emergency medical, hazardous material equipment and supplies, facility maintenance, district facilities and fleet support.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties include, but are not limited to, the following: other duties may be assigned.

- Provides a high level of customer service through consistent, professional, and organized responses to all customer requests.
- Carries out responsibilities in accordance with the organization's policies, regulatory standards, and applicable laws.
- Manages Inventory Control System with data management using District's designated software.
- Develops, implements, and monitors specifications, purchasing, warehousing, and distribution, repair, maintenance and test activities for all items assigned.
- Makes purchases of a general, technical, and specialized nature consistent with Financial and Administrative Policies for all items assigned.
- Assures compliance with purchasing policy for all logistical purchases as defined by Financial and Administrative Policies and Procedures. Prepares and reviews specifications to assure that the needed commodity bidding process is competitive.
- Monitor stock levels and develop purchasing strategies to control spending.
- Assists in receiving shipments, inventories and warehouses equipment and supplies; including firefighting tools and equipment as well as responsible for maintaining organization of the warehouse and may perform minor facilities maintenance.
- Monitors and will fill requests for station & medical supplies, uniform/PPE, equipment, repairs and maintenance for all District personnel and facilities.
- Coordinates annual advanced inspection and cleaning of operations bunker gear along with the six-month advanced second cleaning.
- Recommends goals and objectives; assists in the development of policies and procedures as it relates to the effective and safe operations of the Logistics Program.
- Promote conservation and sustainability programs within facilities to reduce operational costs.

- Participates in budget development and coordination for areas assigned; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures as it relates to the effective and safe operation of the Logistics Program.
- Coordinates and schedules janitorial and cleaning services for District facilities
- Assures Logistics Program functions are in place to support all areas assigned.
- Performs duties as assigned as they relate to the effective and safe operation of the Logistics Program.
- Assists Operations and Prevention Divisions with projects and/or incidents related to logistical support as well as assist Executive Staff with projects as requested.
- Coordinate Operations Support activities.
- Supervises and may perform miscellaneous repair and maintenance work throughout all of the districts facilities.
- Performs routine inspections of facilities to ensure compliance with federal, state, and local laws.
- Schedules and assigns A/C, electrical, plumbing as well as other work throughout the district's facilities.
- Oversees the maintenance of all district facilities and equipment including but not limited to air compressors, SCBA compressors, medical equipment, overhead and bifold doors, Ice machines, etc.
- Performs routine monthly maintenance inspections of the district's facilities.
- Reads blueprints, manuals, and schematics to ensure proper repair and/or maintenance of equipment.
- Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities. This position receives direct supervision from the Assistant Chief.

**QUALIFICATIONS**

To perform the duties of this position successfully, the individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION/EXPERIENCE**

High school diploma or general education degree (GED) required.

**Preferred:**

- Associate or bachelor's Degree
- 3-5 years of fire/rescue experience, including knowledge of equipment, function, specifications, and deployment.
- Experience working with team members to accomplish tasks.

**CERTIFICATES AND LICENSES**

The following licensing and certifications are preferred for this position:

- Health Care Provider (American Heart Association, CPR-D).
- Texas Class C Driver's License

**JOB REQUIREMENTS**

Must demonstrate experience and possess the ability to:

- Communicate clearly and concisely, both orally and in writing.
- Work effectively in a team atmosphere as well as individually.
- Deal effectively and work with vendors and employees at all levels.
- Establish and maintain cooperative working relationships with all who come in contact.
- Deal effectively with managers, other employees, and the general public in difficult situations.
- Respond to inquiries, complaints, and requests in a fair, tactful, and firm manner.
- Effectively present information in one-on-one settings and group situations.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Apply common sense understanding to carry out instructions furnished orally or written.
- Conserve District resources.
- Work within an approved budget.
- Add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals to complete and verify District requests, vendor orders and invoices.
- Facilitate and process orders based on direction from District subject matter experts.
- Successfully fulfill and deliver District requests.
- Successfully complete various projects within required timeframe.

### **Computer Skills**

Must possess the ability to efficiently use the following software packages or systems:

- Microsoft Suite (including, but not limited to: Word®, Excel®, PowerPoint®) or equivalent
- Internet Browsers
- District record management systems
- District supplied software

### **PHYSICAL DEMANDS**

The physical demands described below are representative of those that must be met by the individual to successfully perform the functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands and fingers, handle or feel; reach with hands and arms, climb or balance, stoop, kneel, crouch and crawl and while talking or listening to verbal communication and sounds. The employee must regularly lift and/or move up to 50 pounds, up to 150 pounds with assistance/lifting equipment.

Specific vision abilities required by this job include peripheral vision, depth perception and ability to adjust and/or focus.

### **WORK ENVIRONMENT**

The employee in this position will perform some of their duties inside an office environment with adequate heating, cooling, and lighting. It is incumbent upon the employee in this position to understand that he/she will also perform some of his/her duties requiring exposure to adverse weather conditions including extreme wet, cold, heat and/or high humidity, etc.; may be exposed to moving mechanical parts, high, precarious places, fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock, explosives; risk of radiation and vibration. The noise level in the work environment may be very loud.