

Bulverde Spring Branch Fire & EMS **Quartermaster Promotional/Hiring Process**

Bulverde Spring Branch Fire & EMS is currently holding a promotional/hiring process to fill the vacancy for the position of Quartermaster. We are seeking to promote/hire one person.

You may obtain an application by visiting www.bsb911.com/employment or by requesting an application by emailing apply@bsb911.com.

Internal applicants who meet the eligibility requirements must submit a written letter of intent in the form of an email, or as an attachment to an email, to apply@bsb911.com. They do not need to fill out an application. The email should be titled, Quartermaster Promotional Process

Letters of Intent and Applications will be accepted until 1700 hours Friday, March 14, 2025.

The letter of intent should formally request to participate in the promotional process, outline any relevant work experience and training, and explain why the applicant is seeking promotion. Members must submit a copy of all certifications listed in the position requirements below with their letter of intent.

Questions about the promotional/hiring process should be directed to apply@bsb911.com

Job descriptions are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be an exhaustive list of all responsibilities, duties and skills required or performed by the employee.

General Summary

Work in this classification involves the systematic receipt, storage, maintenance and issuance of Fire/EMS related equipment and supplies. The position performs support services for the Agency by regulating control of consumable and non-consumable inventory goods including but not limited to: Uniforms & PPE (Personal Protective Equipment or Bunker Gear), medical supplies, station and cleaning supplies and any other supplies or service needs. The position is also responsible for repair and maintenance of fire and EMS equipment not related to vehicles. This position will be responsible for asset management, including life cycle management and auditing. This position reports to the Division Chief of Logistics and Comptroller.

Essential Duties and Responsibilities:

- Maintains accountability for BSB medical supplies and equipment to include fire equipment inventory.
- Provides fixed and mobile asset accounting and asset tracking for medical and fire equipment.
- Controls access to medical supply (warehouse) room and controls inventory to prevent shrinkage
- Distributes medical supplies, keeps inventory records, provides reports of medical supply orders and prepares inventory reports for distribution.

- Rotates medical supplies based on product end dates to take full advantage of the inventory and reduce costs.
- Ensures maintenance compliance documentation and personnel accountability for each asset.
- Schedules and coordinates annual equipment testing for ladders, extinguishers, SCBAs, face-piece fit testing, and structural gear.
- Maintains responsibility and accountability of inventory as it flows to supply rooms, vehicles, and stations.
- Facilitates the return and repair of damaged, failing, or faulty inventory/equipment.
- Distributes requests for medical supplies and station supplies to stations as needed.
- Maintains special event equipment readiness and accountability for periods of enhanced staffing.
- Issues fire equipment and PPE to fire department personnel as required.
- Delivers and retrieves supplies, correspondence, and small equipment from the administrative office, fire stations, hospitals, vendors, etc.
- Performs clerical duties related to keeping supply inventory and uses a computer with various software systems.
- Assists Chief Financial Officer with all aspects of A/R, A/P when related to Agency inventory.
- Corresponds both verbally and in writing with appropriate individuals regarding the status of requisitions and orders of supplies or small equipment.
- Assists with policy development; interprets policy and establishes methods and procedures.
- Assists with budget preparation for Fire and EMS supplies and equipment; provides accurate estimates; monitors expenditures; applies cost saving techniques.
- Is available for call-back as needed in the event assistance with supplies at a major incident is needed.
- Performs special projects as required
- Performs other duties as required.

Preferred Education and Experience:

- High School diploma or GED equivalent, and three (3) years general clerical support experience; OR an equivalent combination of education and experience.
- TCFP and NFPA annual maintenance and inspection requirements
- Versed in NFPA equipment replacement and retirement requirements
- Knowledge of bid processes and procedures
- Knowledge of shipping and freight practice.
- Knowledge of basic computer systems.
- Knowledge of date management systems.
- Knowledge of purchasing, warehousing, and customer service experience.
- Skilled in procuring parts, materials and supplies.

- Ability to work with Microsoft Office, Word, Excel and QuickBooks spreadsheets for inventory purposes.
- Ability to acquire, retain and apply procurement policies and procedures in the public sector.
- Ability to understand, retain, apply and instruct others in detail and complex written, verbal, and demonstrated procedures, information, and regulations.
- Ability to analyze information from a variety of sources, assess a situation, use sound judgement in drawing valid conclusions.
- Ability to set and re-set priorities effectively when simultaneously dealing with numerous functions.
- Ability to react quickly, accurately, and calmly in stressful and emergency situations.
- Ability to communicate effectively, verbally and in writing, and maintain effective working relations with other employees, other agencies, and the general public by means of radio, telephone, or person-to-person contact.
- Ability to prepare and maintain accurate detailed records and prepare detailed comprehensive written or computerized reports, analyses of statistical data, procedures, and training materials.
- Ability to research and verify information and resolve discrepancies.
- Ability to research, develop, plan, administer, evaluate, and revise procedures, manuals, and training programs consistent with current guidelines and meeting training needs.
- Ability to purchase, handle, maintain and secure controlled substances.
- Ability to operate proficiently computer terminals, keyboards, printers, telephone, and other standard office equipment with proficiency.

Salary Range & Benefits

- The pay range is \$28.85 - \$31.25 depending on qualifications. Additional certifications and job-related experience will be taken into consideration.
- 100% Employee and 100% Dependent Health, Dental, and Vision Coverage paid by Department
- Generous Paid Time Off with regular increases in PTO accrual rate
- \$250,000 Life Insurance Policy - Department Paid
- Free "Tele-doc" service for access to doctors 24/7 for all family members
- Agency provided Short and Long-Term Disability Insurance
- Retirement Plan - 401(k) with 2:1 match up to 7%
- Tuition Reimbursement of \$1000 per year
- Reimbursement toward Gym Membership
- All Uniforms provided
- 7 Projected Future Stations
- Career Development
- Paid Additional Training Opportunities

Physical Demands and Work Environment

Work is performed in a standard office environment subject to sitting, standing, bending, and reaching for extended periods of time; and must be able to pull, push, lift, and carry items

weighing up to fifty (50) pounds. May be required to work immediately before, during or immediately after an emergency or disaster.

Respectfully,
Fire Chief Mark Southwell

Posted on 2-18-2025