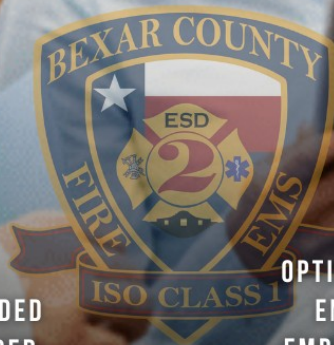


ISO  
CLASS 1

COMPETITIVE  
PAY

# NOW HIRING BEXAR COUNTY ESD 2 FIRE DEPT. DIRECTOR OF LOGISTICS AND SUPPORT SERVICES

VISIT [BC2FD.ORG/CAREERS](http://BC2FD.ORG/CAREERS)



SOCIAL SECURITY EXEMPT

TCDRS RETIREMENT 7% - 2.5:1 MATCH

FAMILY CANCER INSURANCE 100% FUNDED

EMPLOYEE LIFE INSURANCE 100% FUNDED

PREVIOUS FIRE/EMS PROFESSIONAL SERVICE HISTORY CREDIT UP TO 8 YEARS

EMPLOYER PAID NEXT LEVEL PRIME FAMILY URGENT CARE MEMBERSHIP

SHORT/LONG TERM DISABILITY INSURANCE 100% FUNDED

FAMILY HEALTH INSURANCE OFFERED AT A SHARED COST

TUITION ASSISTANCE

OPTIONAL 457(B) RETIREMENT SAVINGS PLAN

EMPLOYER FUNDED ANNUAL HEALTH SCANS

EMPLOYEE HEALTH INSURANCE 100% FUNDED

APPLY TODAY

EMAIL US AT [HR@BC2FD.ORG](mailto:HR@BC2FD.ORG)



## Job Application Instructions

Thank you for your interest in Bexar County Emergency Services District No. 2. To ensure you accurately complete your job packet for submission, which entails a job application and required documents, please read and carefully follow the instructions provided.

- Fill out and complete all information requested on the application.
- Submit all the required documents with your job packet. If submitting job packet online, documents must be submitted in **PDF format**.
- Incomplete packets, such as missing documents or illegible applications, will not be processed.
- You may submit a job packet in person or online. In-person job packets are accepted Monday through Thursday from 7 am to 5 pm in the HR Department located at 14515 Omicron Dr, San Antonio, TX 78245.
- Job packets may be submitted via email to [hr@bc2fd.org](mailto:hr@bc2fd.org).
- Please submit the following with your job packet:
  - Completed Job Application
  - Resume
  - Copy of your valid Texas Driver's License
  - Copy of HS Diploma or Equivalent
  - Signed Job Posting, found on Page 6 of Job Announcement
  - Copy of your Driving Record from Texas DPS. A driving record can be requested online at <https://txapps.texas.gov/tolapp/txldrdr/TXDPSLicenseeManager>

***NOTE: Job packets must be submitted by 5 PM CST on February 5, 2026.***

# BEXAR COUNTY EMERGENCY SERVICES DISTRICT No. 2

HONOR | INTEGRITY | COURAGE



## Job Description

**Job Title:** Director of Logistics & Support Services  
**Department:** Logistics & Support Services  
**Reports To:** General Manager

**Location:** 14515 Omicron Drive Dr. San Antonio, TX 78245

**Salary:** DOQ  
**Work Hours:** 7:00 a.m. – 5:00 p.m. Monday-Thursday (Subject to change based on dept. needs)  
**FLSA Status:** Exempt – Executive / Administrative

**Contact:** Human Resources – [hr@bc2fd.org](mailto:hr@bc2fd.org) or 210.688.2406

**Date Posted:** January 16, 2026  
**Posting Expires:** February 5, 2026, at 5:00 PM CST

## Job Summary

The **Director of Logistics & Support Services** provides strategic leadership and oversight for district-wide logistics, support services, and operational readiness for Bexar County Emergency Services District No. 2. This executive-level position supervises logistics personnel, including **Fleet Mechanics, Maintenance Technicians, and the Quartermaster**, and oversees **procurement of fire and EMS supplies, inventory management, equipment testing and compliance, fleet and facilities support, vendor coordination, and invoicing for fleet repairs**. The Director ensures operational readiness, compliance with local, state, and federal regulations, NFPA standards, and Texas Commission on Fire Protection requirements, supports emergency response operations, and advises the Fire Chief on logistics strategy and planning.

## Responsibilities:

### Executive Leadership & Administration

- Provide executive oversight and strategic direction for all logistics and support services operations.
- Supervise, mentor, and evaluate logistics personnel, including Fleet Mechanics, Maintenance Technicians, and Quartermaster staff.
- Establish operational goals, priorities, and performance standards in alignment with district objectives.
- Enforce district policies, procedures, and safety standards.

# BEXAR COUNTY EMERGENCY SERVICES DISTRICT No. 2

HONOR | INTEGRITY | COURAGE

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## Job Description

- Works closely with the Operational Command Staff for operational and regulatory needs of the department.
- Advise the Fire Chief and senior leadership on logistics planning, budget priorities, and operational improvements.

## Strategic Logistics & Supply Chain Management

- Direct procurement, storage, distribution, and inventory management of fire and EMS supplies, PPE, uniforms, and equipment approved by Command and Executive Staff
- Direct procurement, storage, distribution, and inventory management of facility supplies and toiletries approved by Executive Staff.
- Direct procurement, storage, distribution, and inventory management of apparatus supplies and parts approved by Executive Staff. Ensure sufficient stock levels to support daily operations and emergency response readiness as determined by Command and Executive Staff.
- Develop and manage inventory tracking systems and reporting across all district facilities.

## Equipment, Fleet & Compliance Oversight

- Oversee inspection, testing, maintenance, and repair of fire and EMS equipment, including:
  - PPE and turnout gear
  - SCBA's and air systems
  - Ground ladders, fire hose, and rescue tools
  - EMS equipment and medical supplies
  - Vehicles and small engines
- Assist with compliance of NFPA standards, TCFP requirements, ISO recommendations, and district policies.
- Maintain documentation and records of inspections, maintenance, repairs, and certifications.
- **Review and approve invoicing for fleet repairs and related maintenance services**, ensuring accuracy and alignment with budget and procurement policies.

## Supply and Equipment Procurement & Vendor Management

- Lead purchasing for fire and EMS supplies, equipment, and services in compliance with district policies and applicable laws.
- Lead purchasing for facility supplies and toiletries.
- Lead purchasing for apparatus supplies and parts.
- Manage related vendor relationships, negotiate contracts, and monitor performance.
- Approve related purchase requests, maintain procurement records, and ensure adherence to budget constraints.

# BEXAR COUNTY EMERGENCY SERVICES DISTRICT No. 2

HONOR | INTEGRITY | COURAGE

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## Job Description

### Fleet & Facilities Support

- Oversee district fleet maintenance programs, including preventative maintenance schedules and repair operations.
- Oversee district facilities maintenance program and ensure logistics support for stations, warehouses, and storage facilities is efficient, safe, and well-maintained.
- Direct logistic staff to maintain orderly and safe storage and workspace conditions.

### Budgeting, Reporting & Operational Planning

- Participate in annual budget planning and forecasting for logistics and support services.
- Monitor logistics expenditures and recommend cost-saving measures and process improvements.
- Prepare reports, inventories, and documentation for executive leadership, audits, and board review.

### Emergency & Operational Readiness

- Provide strategic oversight of logistics operations during emergency incidents, disasters, and special events at the direction of Command and Executive Staff.
- Ensure rapid deployment and resupply of resources during extended or large-scale incidents.
- Participate in emergency planning, continuity of operations planning, and readiness exercises.
- Maintain availability for on-call or extended emergency operations as needed.

### Safety & Compliance

- Maintain adherence to local, state, and federal regulations, NFPA standards, and district policies.
- Promote a culture of safety, accountability, and continuous improvement within the logistics and support services team.
- Conduct or oversee inspections, audits, and corrective actions to ensure compliance and operational efficiency.

## Qualifications:

### Education

- High school diploma or GED required.
- An associate's or bachelor's degree in logistics, business administration, public administration, emergency services management, or a related field is preferred. We are willing to consider years of experience.

### Experience

# BEXAR COUNTY EMERGENCY SERVICES DISTRICT No. 2

HONOR | INTEGRITY | COURAGE

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## Job Description

- Minimum of **five (5) years** of progressively responsible experience in logistics, supply chain, inventory management, fleet operations, or related emergency services operations.
- **Supervisory or management experience required**, including oversight of mechanics, maintenance technicians, and quartermaster personnel.
- Experience with **fire and EMS procurement** strongly preferred.
- Experience with **reviewing, approving, and managing invoicing for fleet repairs** preferred.
- Previous experience in public safety, fire service, or emergency services organizations preferred.

## Knowledge, Skills, and Abilities

- Knowledge of logistics, supply chain, and inventory management principles.
- Knowledge of NFPA, TCFP, ISO, and other fire/EMS compliance standards.
- Familiarity with EMS procurement processes and medical supply management.
- Understanding of fleet repair processes and invoicing procedures.
- Strong leadership, organizational, and strategic planning skills.
- Ability to supervise personnel, prioritize tasks, and manage multiple operations simultaneously.
- Proficiency with inventory management systems, records management, and office software.
- Effective written and verbal communication skills.
- Ability to exercise discretion and independent judgment on operational and administrative matters.

## Licenses & Certifications

- Valid Texas driver's license required.
- Additional certifications in logistics, inventory management, fleet management, or emergency services operations preferred.

## Physical Requirements

- Ability to lift, carry, and move equipment and supplies up to 50 pounds.
- Ability to work in offices, warehouses, stations, and outdoor environments.
- Ability to work extended hours, nights, weekends, or on-call during emergencies or special events.

## FLSA Classification Justification (Internal Use)

This position qualifies as **Exempt – Executive/Administrative** under the Fair Labor Standards Act due to:

- Executive oversight and supervisory responsibility over logistics personnel, mechanics, maintenance technicians, and quartermaster staff.
- Management of operations critical to district functions, including procurement, fleet, EMS logistics, invoicing, and compliance.
- Exercise of discretion and independent judgment on operational and administrative matters.

# BEXAR COUNTY EMERGENCY SERVICES DISTRICT No. 2

HONOR | INTEGRITY | COURAGE

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## Job Description

### Disclaimer

This job description is intended to describe the general nature and level of work being performed and is not an exhaustive list of duties, responsibilities, or qualifications. Duties may be modified or assigned at the direction of the Fire Chief or Board of Commissioners.

### Other Requirements

Must pass the Bexar County Emergency Services District No. 2 suitability examination, drug and alcohol testing, and background investigation if required, and possess no felony convictions, no misdemeanor convictions involving moral turpitude or pattern of misdemeanor convictions; no pending misdemeanor or felony charges; not a habitual drunkard or gambler; no use of illegal drugs in the past ten years; never sold illicit drugs.

Submit application to [hr@bc2fd.org](mailto:hr@bc2fd.org) HR Office: 210-331-7189 Website: <https://bc2fd.org/>

## EQUAL OPPORTUNITY EMPLOYER

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Bexar County Emergency Services District No. 2 (Bexar County 2 Fire Department)

## Employment Application

An Equal Opportunity Employer

### Important Instructions for completing the application:

- Please TYPE or PRINT in INK
- Applications are accepted only for job titles for which recruitment is currently being conducted.
- All information requested must be completed on the application. Incomplete or illegible applications will not be processed.
- This application form and its attachments are official property of the Bexar County ESD No. 2 and will not be returned, reused, or copied for you after being submitted. You should retain a copy of this application for future use or reference.
- Excessive or nonessential attachments will not be referred to the hiring department. Only information necessary to complete the application should be attached. Examples of work, awards, letters, etc., may be taken to interview.
- If more space is needed to give full answers or explanations, attach additional sheets referencing the item number, your name, social security number and job title applied for. Staple attachments to the application.
- Only United States citizens or individuals who are legally entitled to work in the United States are eligible for employment.
- Bexar County ESD No. 2 affords equal employment opportunity to all individuals regardless of race, color, national origin, sex, religion, age, qualified disability status or veteran status.
- If you require accommodation during the application/interview process, please call Human Resources at 210-331-7189.
- Reimbursement for travel expenditures during an interview process is not available.
- Please make sure you meet the minimum qualifications and the application deadline.
- Applications are accepted Monday through Friday from 9:00 AM to 5:00 PM in the Human Resources Department or you may mail your application to our office or email to [hr@bc2fd.org](mailto:hr@bc2fd.org).

### Section A: Answer all questions.

<b>Official Job / Title Applying For</b>		<b>Date of Application</b>		<b>Sex</b>	
				<input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Social Security #</b>			<b>Date of Birth</b>		
<b>Last Name</b>		<b>First Name</b>		<b>Middle Name</b>	<b>Suffix (Jr, Sr, III, Etc.)</b>
<b>Mailing Address</b>		<b>City</b>		<b>State</b>	<b>Zip</b>
<b>Cell Phone #</b>		<b>Home Phone #</b>		<b>Email Address</b>	



College or University Name	From	To	Major	Degree earned	Sem. Hours
1.					
2.					
3.					

License or Certifications	Date Earned	Expiration Date
1.		
2.		
3.		
4.		
5.		

In what language(s) other than English are you proficient?	
1.	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write
2.	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write

**Additional Skills: List equipment, software, specialized systems, or other skills that are related to the job for which you are applying.**

**Section D:** List jobs in reverse order starting with your most recent job. List your work history for the last 10 years including volunteer, part-time, temporary, self-employment and military jobs. Provide a detailed description of duties performed. Do NOT substitute a resume for completion of this section. You may attach additional pages in the same format if more space is needed. Clarify any gaps in employment for the past 10 years.

Employer	Address	City, State and Zip Code
Job Title	From (Month/Day/Year)	To (Month/Day/Year)
Hourly or Salary Rate	Hours per Week	Reason for Leaving
Supervisor's Name	Supervisor Phone #	May we contact this supervisor?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Duties:		

<b>Employer</b>	<b>Address</b>	<b>City, State and Zip Code</b>	
<b>Job Title</b>	<b>From (Month/Day/Year)</b>	<b>To (Month/Day/Year)</b>	
<b>Hourly or Salary Rate</b>	<b>Hours per Week</b>	<b>Reason for Leaving</b>	
<b>Supervisor's Name</b>	<b>Supervisor Phone #</b>	<b>May we contact this supervisor?</b>	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Duties:</b>			
<b>Employer</b>	<b>Address</b>	<b>City, State and Zip Code</b>	
<b>Job Title</b>	<b>From (Month/Day/Year)</b>	<b>To (Month/Day/Year)</b>	
<b>Hourly or Salary Rate</b>	<b>Hours per Week</b>	<b>Reason for Leaving</b>	
<b>Supervisor's Name</b>	<b>Supervisor Phone #</b>	<b>May we contact this supervisor?</b>	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Duties:</b>			
<b>Employer</b>	<b>Address</b>	<b>City, State and Zip Code</b>	
<b>Job Title</b>	<b>From (Month/Day/Year)</b>	<b>To (Month/Day/Year)</b>	
<b>Hourly or Salary Rate</b>	<b>Hours per Week</b>	<b>Reason for Leaving</b>	
<b>Supervisor's Name</b>	<b>Supervisor Phone #</b>	<b>May we contact this supervisor?</b>	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Duties:</b>			

<b>Employer</b>		<b>Address</b>		<b>City, State and Zip Code</b>	
<b>Job Title</b>			<b>From (Month/Day/Year)</b>		<b>To (Month/Day/Year)</b>
<b>Hourly or Salary Rate</b>		<b>Hours per Week</b>		<b>Reason for Leaving</b>	
<b>Supervisor's Name</b>		<b>Supervisor Phone #</b>		<b>May we contact this supervisor?</b>	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Duties:</b>					
<b>References: Name</b>		<b>Relationship/ Occupation</b>		<b>Phone #</b>	<b>Email Address</b>
1.					
2.					
3.					
<p><b>Have you ever been employed with Bexar County ESD No. 2?</b></p> <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, specify (Month/Year):					
<p><b>Have you ever applied with Bexar County ESD No. 2?</b></p> <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, Specify (Month/Year):					
<p><b>Are you currently in an application process with another Emergency Services Agency?</b></p> <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, which department(s)?					
<p><b>Drug Free Work Environment:</b> Bexar County ESD No. 2 is committed to providing a safe, efficient, drug-free work environment for all employees. In keeping with this commitment, finalists for all job openings will be required to provide body fluids (blood or urine) to determine the use of alcohol, illegal or controlled substances. Failure of the drug/alcohol screen will result in denial of employment.</p> <p><b>Falsification of Information:</b> I hereby certify that all statements made on this application and attachments are true and correct to the best of my knowledge and belief. I understand that any false statement, misrepresentation, or omission made by me on this application or subsequent interview(s) could cause me to be ineligible for employment or terminated from employment. Further I understand that I am required to abide by all rules and regulations of Bexar County ESD No. 2.</p> <p><b>Verification of Information:</b> I authorize Bexar County ESD No. 2 and its constituents to investigate and verify the facts claimed by me on this application. I further authorize my former employers to provide any information requested by Bexar County ESD No. 2. I understand that employment processing may include a criminal background check, drug screening, psychological evaluation, and/or review of the driving record. I hereby release Bexar County ESD No. 2 and its agents from all liability in making any investigation and inquiry relative to information contained in the application form.</p>					

I understand that nothing in this application or in any prior or subsequent written or oral statement creates a contract of employment or any rights in the nature of a contract. I agree to submit to medical examination and drug screening, if required.

Bexar County ESD No. 2 participates in all State and Federal law, requiring all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Bexar County ESD No. 2 will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

I understand that, if accepted, this application does not constitute a contract of employment for any specific period of time. I further understand that all employment is at will and may be terminated by notification from either party at any time, with or without cause, and without prior notice.

I have read and agree to the above statements

**Signature:**

**Date:**

\* BXCESD No. 2 is affiliated with D2FR.