

BEXAR COUNTY EMERGENCY SERVICES DISTRICT No. 2

HONOR | INTEGRITY | COURAGE



Job Description

Job Title:	Quartermaster
Type:	Full Time Non-Exempt
Location:	Various
Salary:	\$26.20/hr - \$28.35/hr
Work Hours:	7:00 a.m. – 5:00 p.m. Monday through Thursday. (Subject to change based on department needs; occasional evenings/weekends and emergency call backs as required)
Contact:	Human Resources 210.331.7189 – email resumes to hr@bc2fd.org
Date Posted:	05/28/2026
Posting Expires:	06/25/2026

Job Summary

The Quartermaster is responsible for the planning, coordination, and execution of all fire department logistics related to uniforms, personal protective equipment (PPE), medical and fire supplies, small tools, and assigned equipment, in support of safe and effective emergency operations. Under general direction, this position manages inventory, warehousing, procurement support, testing and repair coordination, and related records to ensure operational readiness and regulatory compliance. The Quartermaster works closely with Operations, Training, Fleet, and Administrative staff to provide timely, customer focused logistical support and may perform other related duties as required.

Reports to: Director of Logistics and Support Services

Works with: Bexar County ESD No. 2 Operational Staff

Essential Functions

- Plans, organizes, and manages the department's logistics and quartermaster program, including uniforms, PPE, medical supplies, fire equipment, small tools, and small engine equipment (e.g., saws, fans, portable pumps).
- Establishes and maintains central warehouse/storage areas for equipment and supplies, ensuring cleanliness, security, and logical organization.
- Maintains accurate inventory control systems for supplies, PPE, uniforms, tools, and assigned equipment, including receipts, issues, station stock levels, and surplus.
- Conducts regular station and apparatus restocking for EMS and fire supplies; coordinates deliveries and pick-ups to ensure uninterrupted operations.
- Monitors expiration dates and minimizes waste by rotating stock
- Coordinates the specification, ordering, sizing, fitting, issuance, and replacement of uniforms and PPE in accordance with department policy and applicable standards.

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- Schedules and tracks required testing, inspection, cleaning, and repair of PPE and equipment (e.g., ladders, hose, SCBA, nozzles, ropes, extinguishers, rescue tools) in accordance with NFPA, TCFP, manufacturer recommendations, and department procedures.
- Utilizes department asset and maintenance software (such as PStrax, or similar) to document inspections, repairs, testing, and equipment assignments.
- Assists with procurement by preparing quotes, submitting purchase requests, researching products, working with vendors, and ensuring purchases comply with applicable laws, policies, and purchasing procedures.
- Receives, inspects, and verifies shipments; resolves discrepancies with vendors and coordinates returns when necessary.
- Maintains records of warranties, service contracts, and vendor information related to issued equipment and supplies.
- Monitors usage trends and recommends stock levels, replacement schedules, and budget needs for uniforms, PPE, supplies, and equipment.
- Assists in the preparation and monitoring of the logistics/quartermaster budget; exercises cost-conscious stewardship over supplies and equipment.
- Coordinates with Fleet Services for equipment installations, removals, and movements related to apparatus and staff vehicles (e.g., brackets, tool layouts, medical cabinets).
- Responds to large emergency events or special operations as requested to provide logistical support such as delivering equipment, rehabilitation supplies, or replacement PPE.
- Ensures all required records, reports, and documentation related to equipment, PPE, and supplies are accurate, current, and retrievable for audits, inspections, and compliance reviews.
- Maintains safe handling, storage, and disposal practices for hazardous materials associated with logistics operations (e.g., cleaning agents, disinfectants, compressed gases).
- Provides responsive customer service to internal stakeholders; receives, investigates, and resolves concerns regarding uniforms, PPE, and supplies.
- Demonstrates continuous effort to improve logistics operations, reduce turnaround times, streamline processes, and provide quality, seamless support to all divisions.
- Performs other duties as assigned that support the overall mission and operations of the fire department.

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Minimum Qualifications/ Requirements

- Successfully pass a medical examination, including drug and alcohol screening, and a criminal background check consistent with department standards.
- Possess and maintain a valid Texas Class C driver's license and be insurable under the department's vehicle liability insurance.
- High School Diploma or equivalent.
- Minimum three (3) years of experience in logistics, warehouse operations, inventory management, procurement support, fire/EMS support services, or closely related field; fire service logistics experience preferred.
- Demonstrated experience using computerized inventory, maintenance, or asset management systems and standard office software (e.g., Outlook, Excel, Word).
- Knowledge of or ability to learn applicable NFPA, TCFP, and OSHA standards related to PPE, fire equipment, and emergency response operations.

Education beyond the minimum and additional relevant certifications may substitute for a portion of experience, at the department's discretion.

Preferred Qualifications, Licensing, and Other Requirements

- Associate degree in logistics, supply chain management, public administration, business, fire science, or related field.
- Prior experience serving as a quartermaster, logistics technician, or supply officer in a fire, EMS, or public safety agency.
- Experience with specialized fire service asset/maintenance platforms (e.g., PSTrax, ESO, etc.).
- Familiarity with Texas Commission on Fire Protection (TCFP) requirements and Texas EMS regulations.
- Additional relevant certifications, such as supply chain/logistics, public procurement, or safety/OSHA training.

Knowledge, Skills, and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required. The individual in this position must have the skills, ability, and willingness to:

Have knowledge of:

- Principles and practices of logistics, inventory control, and warehousing in a public safety environment.
- Fire and EMS equipment, PPE, and associated testing, maintenance, and replacement cycles.
- Basic public procurement practices, including quotes, bids, contracts, and vendor relations.

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- Applicable federal, state, and local regulations, along with NFPA and TCFP standards relevant to PPE and fire equipment.
- Safe handling and storage of hazardous materials used in cleaning, decontamination, and maintenance.
- Computer hardware and software used for asset tracking, recordkeeping, and communication.

Have the ability to:

- Communicate effectively, both orally and in writing, with internal and external customers.
- Plan, organize, and prioritize multiple tasks and projects in a dynamic, deadline-driven environment.
- Interpret and apply policies, procedures, and technical specifications related to equipment, PPE, and supplies.
- Maintain accurate records and prepare clear, concise reports and documentation.
- Analyze inventory usage and recommend cost-effective procurement and replacement strategies.
- Establish and maintain effective working relationships with department staff, vendors, and partner agencies.
- Work independently with minimal supervision while exercising sound judgment and maintaining a high level of accountability.

Physical Demands/Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with limited disabilities; however, accommodations may not be available for the essential functions listed above, due to bona fide occupational requirements.

While performing the duties of this job, the employee is regularly required to sit, use manual dexterity with hands to handle or feel objects, tools, or controls, reach with hands and arms, as well as speak and hear. The employee is frequently required to stand, walk, stoop, and kneel. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

The following visual acuity with specific vision abilities required by this job include eye coordination, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The working environment characteristics described here are representative of those employee encounters while performing the principal accountabilities of this job. The employee in this position will work both indoors in a shop environment and outdoors to include performing repairs at emergency incidents and will be subjected to adverse weather conditions to include but not limited to; heat, cold, rain, hail, ice, snow etc. The employee in this position may be required to work a flexible schedule and/or extended hours such as nights, weekends, and holidays.

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This employee will have moderate exposure to anti-freeze, oils, diesel fuel, gasoline, and other general shop petroleum and cleaning products and exposure to fumes (exhaust, smoke chemicals etc.) and noise.

The Fleet Technician will follow all common and approved safety practices and ensure that these practices are followed at all times while working at the shop (Apparatus Bays) or in the field. This will include the use of proper approved protective equipment for the eyes, ears, fingers, and other bodily parts. The Fleet Technician will ensure that all shop equipment is used properly taking full advantage of all provided safety mechanisms.

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 illegal drugs.

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

EQUAL OPPORTUNITY EMPLOYER

Employee Signature: _____ Date: _____