



SPRING FIRE DEPARTMENT

656 East Louetta Rd, Spring TX 77373

Office: 281-355-1266 / Fax: 281-355-1268

WWW.SPRINGFD.ORG

LOGISTICS TECHNICIAN

Harris County Emergency Services District No. 7, the Spring Fire Department is looking for a qualified individual to serve within the Support Services division as a Logistics Technician. The prospective candidate should be able to work well with others, be self-motivated and possess the ability to work independently with minimum supervision. The position will work 40 plus hours per week, Monday through Friday, occasionally flexing to nights and weekends, depending upon the needs of the department. The position will report to the Logistics Director.

DEADLINE TO APPLY IS MARCH 10, 2025

DUTIES

To include, but is not limited to:

- Assist with the purchasing, maintenance, inventory tracking and issuance of department owned equipment and station supplies
- Coordinate and assist with outside vendor testing of items such as hose, ladder, SCBA
- Assist with the transfer of obsolete, outdated, or unusable items
- Tracks lost or damaged items and give a quarterly summary of missing, damaged, or lost items
- Assist with the issuing, ordering, maintenance, distribution, and use of all uniforms, duty apparel, and department issued apparel for paid and volunteer personnel.
- Track all department issued equipment, gear, apparel, uniforms, tools, and other items and keep a computerized log.
- Assist with development and maintain equipment specifications and bid lists for: equipment, hose, appliances, hazmat supplies, uniforms, bunker gear, PPE, air packs and apparatus.
- Any other duties assigned by the Logistics Director.

INTERESTED CANDIDATES MUST SUBMIT A PROFESSIONAL RESUME TO HUMAN RESOURCES AT HR@SPRINGFD.ORG BY 5:00 PM ON MARCH 10, 2025.

INTERNAL CANDIDATES MUST BE IN GOOD STANDING AND NOT HAVE ANY FORMAL DISCIPLINARY ACTIONS FOR 12 MONTHS BEFORE THEIR APPLICATION DATE

MINIMUM QUALIFICATIONS

- Must have no less than 5 years of documented experience within the Fire Service.
- Must hold a valid Texas Class B Exempt or above Driver's license and have an acceptable driving record.
- NIMS 100, 200, 700, 800

PREFERRED QUALIFICATIONS

- Logistics/Quartermaster Experience
- Minimum basic certification for Structural Fire Suppression from the Texas Commission on Fire Protection.
- NIMS 300 and 400
- Certified Scott SCBA Technician

COMPENSATION

- Hourly, dependent on qualifications.

BENEFITS

- Employer paid premiums for employee Health, Dental, Life, & Vision insurance
- Partial Payment of premiums for family Health, Dental, & Vision insurance
- Paid sick and personal time off
- Texas County and District Retirement System - 250% department match upon retirement. Optional 457(b) plan is available

SCHEDULE

- 40+ hours/week. Monday through Friday, occasionally flexing to nights and weekends.

