

	St. John's Fire District	
	Position Description	
	<i>Logistics Manager</i>	
	Office: Support Services	Shift: M-F (40 hr)
	FLSA Status: Exempt – Revised Date: 10/21/2025	

SALARY: \$82,000 plus full exceptional benefit package.

Directly Reports To (Position): Assistant Chief – Support Services

Position Summary:

Under limited direction and in compliance with technical, administrative, regulatory, and professional standards and guidelines this position is responsible for the coordination, procurement, distribution, transportation, and management of the St. John's Fire District's equipment, supplies, and logistical support functions. This position ensures operational and administrative needs are met in a timely, cost-effective, and compliant manner. The Logistics Manager oversees programs related to Personal Protective Equipment (PPE), Respiratory Protection, uniforms, loose equipment, expendable supplies, and the annual inspection/testing of apparatus, tools, and applicable PPE. The position also provides transport and delivery services to support scheduled testing, maintenance, operational, and facility needs. This role requires close collaboration with all divisions to maintain operational readiness and compliance with NFPA, OSHA, ISO, and other applicable standards.

Priorities:

- Encourages a culture where constructive criticism is the norm, and the drive for self-improvement overrides individual ego, personal agendas, and preservation of perceived reputation.
- Emphasizes that safety must always be prioritized over relationships and the desire for acceptance.
- Building successful teams through coaching and training with an emphasis on building trust, productive conflict, commitment, accountability, and results.
- Brings a passion for excellence in fire service delivery and prioritizes the organization and accountability

Essential Functions:

1. Inventory and Supply Management:

Build, maintain, and manage expendable inventory for station supplies, janitorial items, medical consumables, office materials, kitchen needs, and small tools. Build and manage loose equipment inventory to ensure readiness and accountability. Oversee the intake of orders, creation of requisitions, processing of receiving reports, and completion of related documentation.

2. Equipment and Program Oversight:

Manage the Respiratory Protection Program, including maintenance, repairs, cylinder tracking, and compliance testing. Manage the PPE program, including tracking, repairs,

ordering, and replacement scheduling. Coordinate with vendors for warranty and repair issues related to loose equipment and tools.

3. Asset Assignment and Coordination

Manage the assignment of assets, equipment, and supplies to companies and apparatus in coordination with the Operations Division. Maintain accurate records of asset locations, service history, and disposition.

4. Testing, Maintenance, and Transport:

Coordinate and manage annual testing for PPE, fire hose, ground ladders, fire extinguishers, and apparatus pumps in compliance with NFPA and OSHA standards. Perform pick-up and delivery of facility maintenance parts, station and office furniture, and other operational supplies. Deliver signs and equipment for hydrant testing and related operations. Drive and deliver apparatus or equipment for:

- Ground ladder testing
- Apparatus pump testing
- Reserve aerials for aerial testing
- Extrication tool maintenance and testing
- Hose testing
- Quarterly cascade air testing
- SCBA maintenance and testing
- Turnout gear and PPE servicing

5. Uniforms Support:

Manage the department's uniform program, including duty boots, dress uniforms, insignia, uniform ribbons, and related apparel.

6. Facility Support:

Coordinate and order station and office furniture as needed.

7. Medical Support:

Assists in the management of Emergency Medical Services inventory. Coordinate with Battalion Chief of EMS to assist in the procurement, inventory, and distribution of medical equipment and supplies where applicable.

8. Disaster / Emergency Support:

During major incidents or disasters, serves as the primary coordinator for logistical support including supply distribution, vendor coordination, and other support of the Incident Command System.

9. Budget and Resource Management:

Assist with planning and administering the support service division budget. Forecast needs, justify expenditures, and monitor spending for compliance and efficiency.

10. Data Review and Quality Assurance:

Review inventory reports and records for accuracy and completeness. Ensure documentation meets department standards and audit requirements.

11. Other Duties:

Perform additional tasks and responsibilities as assigned by the Fire Chief and / or Deputy Fire Chief to support the operational readiness and mission of the St. John's Fire District.

Emergency Assignments

Every St. John's Fire District employee has regular and recurring emergency management responsibilities, though not every position requires routine deployment to natural or manmade disasters. All positions are subject to emergency recall for emergency management operations. This may require irregular work hours, work at locations other than their official duty stations, and may include duties other than those specified in their official job description.

Minimum Education and Qualifications:

- High School Diploma or GED
- Minimum of five (5) years of previous experience in logistics, procurement, or equipment management (fire service experience strongly preferred).
- Valid South Carolina Class D Drivers License

Preferred Education and Qualifications:

- Associate's Degree or higher from an Accredited College or University
- South Carolina Class E or CDL Class A or B Driver license
- Familiarity with SCBA maintenance, firefighting PPE inspection, and applicable testing
- Certifications in logistics, inventory management, or related field

Ability to:

- Develop a working knowledge of NFPA, OSHA, ISO, and other applicable standards related to fire service equipment and safety.
- Ability to operate fire department apparatus for transport purposes in compliance with department driver/operator requirements.
- Interpret and apply relevant policies and best practices in logistical and inventory management.
- Proficient in vendor relations, procurement processes, and warranty/repair coordination.
- Evaluate outcomes and audit programs to ensure effectiveness and regulatory compliance.
- Maintain accurate and organized records and prepare professional reports and correspondence with attention to detail.
- Manage budgets, including research, procurement, and inventory control for equipment and materials.
- Ability to manage multiple priorities and deadlines with minimal supervision
- Exercise sound judgment and remain composed under pressure in an administrative setting.

- Communicate clearly and effectively, both orally and in writing, with internal staff and external stakeholders.
- Build and maintain productive working relationships with departmental personnel, city or district staff, and partner agencies.
- Maintain confidentiality and comply with legal and departmental requirements related to records.
- Use computers and standard software applications (e.g., Microsoft Office Suite, Inventory / Asset systems; procurement software) to manage inventory data and documentation.

Working Conditions

Primary Work Location: Outside, Vehicle, Office

Protective Equipment Required: Hard hat / helmet, safety glasses, safety boots, hearing protection, gloves.

Environmental/Health and Safety Factors:

Frequent exposure to unpleasant environmental conditions and/or hazards. Frequent exposure to mechanical hazards, chemical hazards, electrical hazards.. Daily exposure to extreme temperature, wetness and / or humidity, noise and vibration, and physical hazards.

Physical Demands:

Continuously requires standing, sitting, walking, carrying, lifting, reaching, pulling/pushing, kneeling, crouching, crawling, bending, twisting, climbing, balancing, handling, fine dexterity, vision, hearing, talking, and foot controls. Heavy strength demands include exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 to 20 pounds constantly.

Mental Demands:

Frequently requires time pressures, emergency situations, frequent change of tasks, irregular schedule/overtime, performing multiple tasks simultaneously, working closely with other as part of a team, tedious or exacting work, and loud/distracting environments.

Americans with Disabilities Act Compliance (ADA)

The St. John's Fire District is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request ADA accommodation.

Disclaimer

The above information on this position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

***I acknowledge that St. John's Fire District has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***

Employee Signature	Date
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Fire Chief (or HR) Signature	Date
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