



SAN JUAN ISLAND FIRE & RESCUE

San Juan County Fire Protection District No. 3

LOGISTICS DIRECTOR Job Description

Division: Administration

Reports To: Fire Chief

FLSA Status: Exempt

Work Schedule: 40-hour salaried work week

Position Summary

The Logistics Director is a key leadership position responsible for planning, organizing, directing, and evaluating all district logistics functions including fleet, facilities, procurement, contracts, inventory management, asset accountability, volunteer support programs, and logistical readiness.

Supervision

Quartermaster; Fleet Technician; Volunteer Technicians; Other Personnel When Performing Maintenance and Repair Activities.

Collaborates With

Finance Officer, Battalion Chief of Emergency Services, Battalion Chief of Training, Health and Safety, ITT Administrator, vendors, contractors, and stakeholders.

Essential Duties and Responsibilities

- Provide leadership and oversight of district logistics operations.
- Oversee fleet, apparatus, equipment, and facility maintenance programs.
- Proficiently utilize Microsoft 365, Outlook, and district software systems.
- Develop assigned bids, specifications, contracts, and procurement documents.
- Administer logistics budgets, cost analyses, and expenditure tracking.
- Supervise contractors, vendors, and maintenance personnel.
- Manage inventory and asset accountability systems.
- Support organizational readiness.
- Participate in and perform routine fleet and facilities maintenance and repair work as necessary.

Minimum Qualifications

- High school diploma or GED.
- Valid Washington State Driver License.
- Ability to obtain and maintain required Commercial Driver endorsement within one year of hire.
- Experience with budgeting, procurement, expense tracking, and contract administration.
- Ability to physically perform fleet and facility maintenance work.

Preferred Knowledge, Skills and Abilities

- Facilities repair, maintenance and construction.
- EVT, ASE, and/or diesel and equipment mechanic.
- Strong organizational and planning skills.
- Excellent verbal and written communication abilities.
- Commitment to continuing professional development and organizational culture.
- Experience working with volunteers.

Leadership Expectations

- Commitment to the District mission, values, culture, and service philosophy.
- Acts as a collaborative administrative leader and steward of public resources.