



## Atascocita Fire Department Harris County ESD No. 46

18425 Timber Forest Dr.  
Atascocita, Texas 77346  
Voice 281-852-2181 Fax 281-852-3192  
Federal ID# 76-0693285  
[www.avfd.com](http://www.avfd.com)



### POSITION POSTING

Harris County Emergency Services District #46 (ESD #46) is currently seeking qualified candidates for the position of **Quarter Master**. This position is an exclusive, non-exempt, fulltime, paid position that reports to the Department Administrator.

#### The Community

ESD #46 (Atascocita) is located 25 miles northeast of Downtown Houston and is bordered by the San Jacinto River, to the North; Lake Houston, to the East; The City of Humble, to the West and unincorporated Harris County, to the South. The district is a typical bedroom community of 70,000 residents and is one of the fastest growing areas in the state. Close to shopping and entertainment, it is far enough from Houston to feel like a small town, but close enough to provide easy access to all the city has to offer.

Falling within the district boundaries of the Humble Independent School District, recently recognized as the Best Large School District in the State for 2015 by H-E-B, and the Lone Star College System (LSCS), ESD residents have access to the best educational outlets in the state.

Humble ISD provides K-12 education as well as college placement and dual credit course work. It also delivers programs for those with special needs along with adult learning offerings. It is regularly recognized for excellence in education and well-rounded instructional delivery.

Lone Star College System is a highly regarded, accredited, higher education network, with campuses across northern Harris and southern Montgomery counties, all of which are within easy access of ESD #46. LSCS provides an excellent foundation for those wishing to attend college. The system feeds into the larger state university systems seamlessly, providing a great first step for college bound students.

Recreation is plentiful in the area with Lake Houston and the San Jacinto River forming the North and East boundaries of the district. Within a short drive, residents have access to the Sam Houston National Forest. For outdoor enthusiasts, the forest has hiking trails, horseback riding trails and stables, and ATV and motorcycle trails. There is also camping available within the forest as well as nature preserves and outdoor centers.

Access to the Gulf of Mexico, at Galveston, is only a short drive down the Gulf Freeway (I-45). Galveston has many historical and entertainment venues, with something for all ages. Speaking of history, the birthplace of Texas, the San Jacinto battle field, in Deer Park, is only 30 minutes from Atascocita and is co-located with the Battleship Texas museum.

Housing in the district is extremely affordable and plentiful. Recent up swings in the housing market and the constant influx and outflow of oil industry executives makes the housing market very fluid and puts the buyer in the driver's seat.



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### The Organization

ESD #46 (DBA: Atascocita Fire Department) is the duly elected, taxing body with responsibility for providing emergency services in Atascocita. The district is a 25 square mile area of unincorporated Harris County that is home to some 70,000 residents. In 2017, the organization responded to 5500 requests for service.

ESD #46 is a full service, combination fire department, made up of 47 full-time, 40 part-time and around 100 volunteers. We have five divisions within our organization: Administration, Fire Suppression, EMS, EOC, and Auxiliary.

The organization operates out of three fire stations and one headquarters/training facility, has four pumpers, a tower and five MICU ambulances. We also operate one of the 13 state owned Ambuses, provided by the Southeast Texas Regional Advisory Council. Future expansion promises a marine division, technical rescue and a broadened scope of community risk reduction programs.

### The Position

The Quarter Master reports directly to the Department Administrator. This position will have day-to-day operational responsibility over EMS/Fire supplies, Station supplies, Uniforms and Fire Gear.

As this position will have day-to-day operational responsibility of supplies used by all members of this organization, a close working relationship with other command staff members is imperative. Some responsibilities include but are not limited to:

- Order, organize and maintain EMS supplies and distribution machines.
- Monitor drug and product expiration dates and maintain accordingly.
- Maintain and order department Oxygen supplies
- Maintain and clean EMS supply areas in accordance with FDA standards.
- Utilize and monitor supplies via electronic supply system.
- Receive, quarantine, inspect, and distribute shipments.
- Maintain and organize general station supplies and prepare for delivery.
- Order, maintain and account for all department uniforms.
- Order, maintain and account for all department fire and rescue gear.
- Utilize and monitor uniforms and gear via electronic supply system.
- Monitor and perform regular inspection of reserve vehicles; including the AMBUS and Rehab truck.
- Attend FEMA classes or other NIMS base courses as needed.
- Participate in the Finance, Planning or Logistics Branch during a disaster or EOC activation.
- Attend meetings and conferences as needed.
- Type and word process documents as needed.
- Order office supplies and monitor inventory.
- Update and maintain mailing lists.
- Maintain appropriate interpersonal relationships with employees, peers, and customers.
- Facilitate or assist in special event planning and execution.
- Assist with various program operations as requested and as responsibilities permit.
- Other duties as assigned.
- Maintain work area



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- Maintain necessary education requirements through continuing education.
- Assist staff with administrative duties as requested
- Maintain cleanliness and organization of the HQ Sally Port
- Maintain inventory of training supplies

### **The Candidate**

The ideal candidate for this position will meet the following minimum standards:

- Must be 21 years or older.
- High school diploma or GED equivalent.
- Obtain a Texas Driver's License within first month of employment and have a good driving record.
- Must be able to sit and stand for 8 hours
- Must be willing to work 12 hour shifts
- Must be willing to work days, nights, weekends, and holidays
- Must be able to lift excessive weight
- Must have command of the English language
- Should possess good computer skills.
- Should be able to type 35-40 wpm.
- Good organizational skills.
- General knowledge of medical equipment preferred
- Must be able to legally drive an emergency vehicle at the Class B Level

This position is considered a full-time (40 hours) hourly position, primarily working normal business hours: Monday through Friday, 9AM to 5PM. However, on occasion, the need to be available by phone at night and on the weekends will arise. Also, due to the continuous operation of the organization, there will be instances where normal business hours will need to be exchanged for after business hours based upon the needs of the organization. For example, the candidate would need to report to a specific district facility and meet with members on issue that may arise after hours. In this case, the candidate will either qualify to leave early at the end of the work week based upon the amount of after business hours obtained, or may qualify for approved overtime.

Additionally, with the heavy emphasis on maintaining the volunteer nature of the organization, the successful candidate must be able to demonstrate their affinity toward volunteerism and the continued nurturing of a solid, competent volunteer program.

### **Compensation Package**

- Salary range: \$35,000 - \$45,000 depending on qualifications
- TML Health, Dental and Vision, 100% coverage for employee, 25% for dependents
- \$100/month toward HSA/HRA
- TCDRS retirement, 6% employee contribution, 150% employer match
- Personal Time Off (PTO) – accrued at department standard

**(Note: no relocation expenses are associated with this position)**



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### **How to Apply**

All interested parties should submit the following to the address below:

- Cover letter and resume'
- Copies of applicable certifications
- Copies of applicable diplomas
- Salary history
- Five personal and five professional references, with contact information

Harris County Emergency Services District #46  
c/o Mary Anne Sokol  
18425 Timber Forest Dr.  
Humble, TX 77346

### **Schedule of Events**

Application period: 03/27/2018 – 04/27/2018 at 5PM  
Interviews for successful candidates: 05/3/2018 - 05/4/2018  
Job Offer: 05/7/2018  
Orientation: 05/22/2018