

SOUTH WALTON FIRE DISTRICT

911 North County Highway 393, Santa Rosa Beach, Florida 32459

"Prompt, Competent, Caring Response in Time of Need"



Ryan H. Crawford
Fire Chief / Administrator

Fire Logistics Coordinator

Great Pay & Benefits

Employee paid health & life insurance, Paid Time Off including Sick and Holiday

Retirement Plan Options

Apply Now – Deadline January 16, 2026

The South Walton Fire District is currently seeking applicants for the position of Fire Logistics Coordinator. This position is responsible for the procurement, inventory, maintenance, and distribution of all uniforms, personal protective equipment, tools, equipment and supplies for the Fire Rescue Division of the South Walton Fire District. This position requires a dynamic individual with strong organizational skills, the ability to think critically and thrive in a team environment. This position will ensure operational readiness by maintaining proper equipment stock levels and tracking the lifecycle of essential equipment in compliance with district policies and safety standards.

This position is an at-will, nonexempt employee, who will normally work a 40-hour, Monday – Friday schedule but will be expected to vary hours to fit the needs of the District.

Primary Responsibilities:

- Manage the ordering and distribution of uniforms to District personnel.
- Manage the sizing, ordering and issuance of personal protective equipment while ensuring all equipment meet NFPA safety standards.
- Track and document the lifecycle of all district protective ensembles to include scheduling repair and annual cleaning services of protective ensembles.
- Maintain accurate records of inventory levels of cache protective ensembles.
- Interact with vendors to procure equipment, supplies, and manage vendor contracts.
- Assist with budgeting and forecasting logistical needs in future budgets.
- Maintain databases using the District's inventory management software.
- Order, track, and distribute District's emergency breathing air equipment along with scheduling annual testing and inspections.
- Coordinates the maintenance, repair, and availability of all safety equipment.
- Coordinates the ordering, testing, and inventory of the District's fire suppression equipment.
- Other duties as assigned

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Qualifications

- Must be a non-smoking/non-tobacco (including vape products) using person while on the job.
- Must successfully pass the Fire District's physical/drug screen, background, reference and driving record checks as a condition of employment.

Education:

- High school diploma or GED equivalent required
- Associate degree in relevant field preferred

Experience:

- Minimum of 2 years of experience in logistics and inventory management.
- Previous experience in emergency services preferred.
- Minimum of 2 years of experience in procurement and purchasing processes.

Ability to:

- Use data collection instruments to gather and analyze information
- Develop databases for the procurement, tracking, and distribution of equipment
- Organize and prioritize a variety of projects and multiple tasks in an effective manner
- Maintain an effective working relationship as part of a team and when dealing with external vendors
- Ability to communicate effectively both verbally and in written form with technical accuracy in English
- Operate modern office equipment including computer equipment and software applications
- Operate District's vehicles safely and maintain a State of Florida Driver's License

Knowledge Required by the Position:

- Administrative functions of the District
- The laws, ordinances, policies governing the District
- Types and uses of fire service equipment
- National and state safety standards governing fire service equipment
- State procurement guidelines for special districts
- The District's accounting and budgetary practices
- The District's Purchasing of Good and Services Procurement Policy

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Supervisory Controls:

Reports to the Assistant Chief of Operations and/or the Assistant Chief of Administration

Physical Demands:

- Must be able to effectively communicate and interact with other employees, vendors, and members of the public
- Physical capability to effectively use and operate various types of office equipment
- This position requires standing, walking, bending, kneeling, and the ability to carry up to 20 pounds

Work Environment:

The work is typically performed at fire stations or other District facilities. The employee will work both inside and outside and may be exposed to inclement weather and outdoor conditions.

Note: Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability.

The South Walton Fire District (SWFD) is a professional fire/rescue agency located in Walton County Florida. SWFD maintains 5 fire stations, a communications center and provides beach safety services for the South Walton Beaches. SWFD is responsible for Fire Protection, Emergency Medical Services Transport, Lifeguards, Hazard Mitigation, Public Fire/Life Safety Education and Prevention as well as 911 Communication Services for an area of 84 square miles and serves a population ranging from 40,000 to over 150,000 during the tourist season.

If you are interested in this opportunity, completed applications/resumes should be emailed to career@swfd.org or may be mailed to SWFD at 911 North County Highway 393, Santa Rosa Beach, FL 32459-537 no later than Friday, January 16, 2026.

This job description is illustrative, and not all inclusive.

DURING OCCASIONS OF LOCAL EMERGENCIES, THIS POSITION MAY BE REQUIRED TO REPORT TO PERFORM EMERGENCY TASKS, WHICH MAY RESULT IN EXTENDED WORK HOURS, AS WELL AS EXTENDED PERIODS OF TIME AWAY FROM FAMILY MEMBERS.

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