South King Fire & Rescue
JOB ANNOUNCEMENT

POSITION TITLE: **ADMINISTRATIVE ASSISTANT – FLEET / FACILITIES (NON-EXEMPT)**

OPEN DATE: **February 2, 2016**
CLOSE DATE: **February 29, 2016**

South King Fire & Rescue (aka King County Fire Protection District #39) proudly serves the communities of Federal Way and Des Moines, WA with quality Fire and Emergency related services. The Department currently seeks qualified candidates to interview for an Administrative Assistant position to provide high level support to the Fleet and Facility Divisions. Details of the position and application process are described below.

DEFINITION AND SCOPE OF RESPONSIBILITIES:

The position of Administrative Assistant is responsible for supporting the Fleet and Facilities Divisions. The incumbent is responsible to maintain accurate files and computer records in the Fleet and Facilities data base(s), order equipment and parts assist with parts or supplies inventories, and to schedule and coordinate repair of non-emergency vehicles with outside vendors. Others duties include invoice coding, inventory control, process management, and maintenance of equipment. Employees in this position may drive a pick-up truck with a trailer to receive and deliver goods to and from vendors. Employee may occasionally post surplus items for sale on internet or with appropriate agencies. Position oversees the annual fire hydrant testing program and ground ladder repairs.

WORK WEEK AND HOURS:

The defined "work week" begins on Monday and ends on Sunday. This position regularly operates five days per week; (Monday – Friday), eight hours per day with a half hour unpaid lunch. Hours worked in excess of 40 hours per week are paid at the overtime rate of 1.5 times (X) the regular hourly wage. Determination and changes to the work schedule are at the sole discretion of South King Fire & Rescue.

SUPERVISION RECEIVED:

This position reports directly to the Division Chief, Fleet and Facilities Supervisors.

ESSENTIAL FUNCTIONS:

Fleet

- Manager Plus Data Base records management for the Fleet Division
- Coordinate incoming work orders for fleet and facilities
- Schedule and coordinate repair of non-emergency vehicles with outside vendors
- Accounts payable coding of credit card receipts and invoices for the shop
- Drive a pick-up truck with a trailer to pick up and deliver goods to and from vendors
- Work with Fleet Mechanics to research and order parts from multiple outside vendors
- Assist the Fleet Supervisor with formatting written apparatus specifications
- Create forms, templates and task lists as directed for station and vehicle inspections
- Create, modify and maintain check lists and other records for retention
- Answer incoming phone calls, respond to and handle help desk requests as appropriate
- Manage all shop files that include electronic and paper
- Maintain the fleet SharePoint module

Facilities

- Maintain the Help Desk and SharePoint module for Facilities
- Accounts payable coding of credit card receipts and invoices for the shop
- Deliver or pick up material and supplies at the stations
- Manage the Fire Hydrant Program data base including geocoding all hydrant locations as they become available
- Ordering parts, materials and supplies on line for facilities use
- Maintain the department Material and Safety Data Sheet reference material
- Perform an occasional department mail run
- Scanning and archiving historical documents into electronic files
- Maintain Filing System

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Microsoft suite software including Word, Excel and SharePoint
- Word Processing and desk top publishing abilities
- Data base management in specific data bases used by Fleet and Facilities (Manager Plus)
- Inventory control and managing work flow processes
- Ordering, shipping and receiving of equipment, parts and supplies

Skills and Abilities:

- Proficient in data base management along with a high level ability with Microsoft suite
- Excellent oral and written communication skills
- Organized with a propensity toward goal setting and follow through
- Excellent record keeping and file management skills
- Excellent interpersonal and customer service skills
- Ability to multitask and sort multiple priorities

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- Achievement of a High School Diploma or G.E.D. equivalent
- Associate's degree (A.A) or equivalent from two-year college or technical school preferred
- 3-5 years related experience and/or training; or equivalent combination of education and experience.

OTHER REQUIREMENTS:

- Excellent Driving record
- Must pass a criminal background check

TOOLS AND EQUIPMENT USED:

Personal computer, calculator, phone, printers, fax and copier machines, driving motor vehicles

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is frequently required to walk, stand, sit, talk and hear. Occasionally requires lifting or moving equipment up to 25lbs or more, with or without assistance. Frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

Employees work frequently near moving mechanical parts. Employees occasionally work in outside weather conditions and are exposed to wet and/or humid conditions, fumes and odors associated with fleet service operations.

The noise level in the work environment can become moderately noisy to loud. All proper safety training, protective clothing and protective hearing equipment is provided.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

New Job Description Developed on January 25, 2016 for commencement on April 1, 2016

SALARY AND BENEFITS:

Beginning Salary is $50,000 per year plus a benefits package consisting of the following:

- Medical and Vision coverage for employees and family members
- Dental coverage for employees and family members
- Life Insurance
- Long Term Disability Insurance
- PERS Pension plan under Washington State Dept. of Retirement Systems
- Deferred Compensation Plan with Employer Contribution
- Paid Sick Leave, Vacation and Holidays

APPLICATION PROCESS & DEADLINE:

Application and supplemental questionnaire are available for download from the Department website at www.southkingfire.org. Application Packet should include completed application, supplemental questionnaire, a cover letter and resume outlining detailed work history, education, certificates, professional affiliations, and references.

Application packets may be submitted by email or by US Mail to one of the following:

E-Mail: mary.stevens@southkingfire.org

US Mail: South King Fire & Rescue, Human Resources
31617 1st Ave So. Federal Way, WA 98003

HIRING PROCESS:

- Completed Application Packets must be received by 4:00 PM on February 29, 2016

- Selected candidates will be contacted for initial interviews

- Interviews will be scheduled the week of March 1st – 4th

- Top Candidates from initial interview will be invited back for subsequent interviews

- Final Candidate will be extended a conditional offer of employment, pending successful passing of a background investigation and credit check.

- Estimated Hiring Date is April 1, 2016

ADDITIONAL INFORMATION:
Full job description and application materials may be downloaded from our website at www.southkingfire.org/. For additional assistance contact HR Administrator, Mary Stevens, at (253) 946-7255.

February 2016