SOUTH KING FIRE & RESCUE

www.southkingfire.org

South King Fire & Rescue
JOB ANNOUNCEMENT

POSITION TITLE: **FACILITIES TECHNICIAN** **(NON-EXEMPT)**

OPEN DATE: **October 25, 2016**
CLOSE DATE: **November 28, 2016**

South King Fire & Rescue (SKFR) proudly serves the communities of Federal Way and Des Moines, WA with quality Fire and Emergency related services. SKFR currently seeks qualified candidates to interview for a newly created Facilities Technician position. Details of the position and application process are described below.

APPLICATION PROCESS & DEADLINE:

Application and supplemental questionnaire are available for download from SKFR's website at www.southkingfire.org. The application packet should include a completed application, supplemental questionnaire, cover letter, and a resume. The resume should include a 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 Monday, November 28, 2016
- Selected candidates will be contacted for initial screening interviews
- Top candidates from initial screen interview will be invited back for second interview
- Final candidate will be extended a conditional offer of employment, pending successful reference checks, background investigation and drug screening
- Estimated hire date is January 3, 2017

SALARY AND BENEFITS:

Beginning Salary is $50,000 per year (DOQ) 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
- Pension plan under PERS Washington State Dept. of Retirement Systems
- Deferred Compensation Plan with Employer Contribution
- Paid Sick Leave, Vacation and Holidays

ADDITIONAL INFORMATION:
Applicants must complete all requested application materials to be considered for employment.

For additional assistance contact HR Administrator, Mary Stevens
Phone: (253) 946-7255 or Email: mary.stevens@southkingfire,org

SOUTH KING FIRE & RESCUE
JOB DESCRIPTION

FACILITIES TECHNICIAN **Non-Exempt**

DEFINITION AND SCOPE OF RESPONSIBILITIES:

Facilities Technician is a skilled position involving building maintenance and repair. The work requires considerable command and knowledge of building structures and systems. Work requires knowledge and multi-faceted skills in the carpentry, plumbing and electrical trades. Employee may coordinate repairs of structures with outside vendors. Work also involves ordering and stocking supplies, delivering and/or picking up supplies and parts.

Employees occupying this position require considerable independent judgment, organization and problem solving skills. Requires ability to work mostly independent and may assist other divisions with various requests for assistance with projects, repairs and other needs.

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:

Work is performed under the general supervision of the Facilities Manager and/or Division Chief.

ESSENTIAL FUNCTIONS:

- Fabrication and/or repair of building assemblies made of metal, wood and other construction materials.
- Welding and cutting of building materials as needed for repair and maintenance
- Plumbing duties related to building maintenance and repair
- 110 volt electrical wiring of buildings, appliances and mechanical equipment
- Carpentry duties for repairing damage to roofs, walls, cabinets and floors
- Responds to work orders and requests for routine maintenance and repair of Fire Department facilities; (changing light fixtures, painting, cleaning and lubrication of mechanical equipment)
- Performs routine building inspections to check for issues or concerns with facilities
- Tracking inventory, ordering and stocking supplies
- Delivering or picking up supplies, parts, lumber and other materials needed for projects
- Performs other work as assigned by supervisor

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Fabrication, repair and routine maintenance of building/facilities components and operating systems

- Standard methods, techniques, tools and equipment used in building and equipment maintenance and repair work
- Knowledge of construction, carpentry, plumbing and electrical trades
- Knowledge of the occupational hazards and safety precautions of the mechanical and building trades.
- Ordering, shipping and receiving of parts and supplies
- Microsoft Office Suite (Outlook, Word, Excel)
- SysAid Help Desk software used by the Fire Department

Skills and Abilities:

- Excellent oral and written communication skills
- Basic computer skills with Microsoft Office
- Skills in the use and care of tools, equipment and materials used in construction, plumbing and electrical trades
- 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 establish and maintain effective working relationships with others
- Ability to understand and execute oral and written instructions and to interpret plans and sketches
- Ability to multitask and sort multiple priorities

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- Achievement of a High School Diploma or G.E.D. equivalent.
- 5 years' experience with diverse knowledge in facilities maintenance related field and/or construction industry, or a combination of 5 years related education and experience.

Desirable Qualifications:

- Journey Level Electrical License is desirable

OTHER REQUIREMENTS:

- Washington State driver's license and driving record free of serious or frequent violations.
- Must pass a criminal background check and drug screening.
- Must be available to work outside normal business hours when the need arises. Work hours in excess of 40 hours per week will be paid at the FLSA overtime rate.

TOOLS AND EQUIPMENT USED:

Power tools, hand tools and equipment for building maintenance and construction work; maintenance tools such as painting equipment, yard tools and other tools required for minor repairs and routine maintenance; personal computer, calculator, phone; mobile or portable radio.

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 50lbs 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. Occasionally required to climb ladders or balance, stoop, kneel, crouch, or crawl. 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. Occasionally exposed to fumes, chemicals and odors associated with facility 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 October 24, 2016 for commencement on January 1, 2017