

**Spokane County Fire District #3
Announcement for Facilities Maintenance Position**

An employee in this position reports to the Deputy Chief/Fire Marshall. This position is responsible for the construction, maintenance and repair of district property.

The hiring process will include the following:

- a. Screening of applications: Minimum requirements stated in the job description must be met within a reasonable amount of time from hire date.
- b. Oral Interviews – Week of 6/6
- c. Chief Interviews – Week of 6/6

Spokane County Fire District #3 is located southwest of the City of Spokane and encompasses 570 square miles. It is a combination fire department employing 26 full time staff and approximately 130 part paid firefighters. The district has a total of 11 stations and 50+ pieces of apparatus.

Spokane County Fire District #3 is offering a salary range of \$70,488 - \$83,856 per year plus an excellent benefit package.

Successful candidate must abide by the Governor's COVID-19 Vaccine Mandate.

Please submit a Letter of Interest and Resume with professional references to Debbie Arnold between the hours of 8:00 A.M. and 4:00 P.M. Monday through Friday at Spokane County Fire District #3, 10 S. Presley Dr, Cheney, WA. 99004 or call 509-235-6645. She can also be reached by email at darnold@scfd3.org.

Position closes May 31st, 2022



**SPOKANE COUNTY FIRE PROTECTION DISTRICT #3
POSITION DESCRIPTION**

POSITION: Facilities Maintenance

FLSA: Non-Exempt

REPORTS TO: Deputy Chief/Fire Marshall

ADOPTED: 5/11/2022

We strive to hire the most qualified individuals who possess and demonstrate the following team competencies: Trustworthiness, Integrity, Honesty, Loyalty, Respectfulness, Leadership, Team Player, Followership, Reliability and Commitment.

1.0 POSITION PURPOSE:

An employee in this position reports to the Deputy Chief/Fire Marshall. This position is responsible for the construction, maintenance and repair of district property.

2.0 TYPICAL DUTIES:

2.1 Maintenance & Repairs:

Performs routine maintenance and repairs of district properties and related equipment to include but not limited to:

- Ensure that facilities are fully operational with all utilities functioning properly
- Schedule and supervise maintenance repair work and assist with installation and servicing building equipment as applicable
- Maintain stock levels and parts related to facility maintenance
- Ensure compliance with state and federal regulations; including energy management
- Oversee security of buildings and grounds
- Paint, remodel, refurbish and construct areas as needed
- Standard maintenance; including changing filters for HVAC and changing interior and exterior lights

2.2 Budget:

Reports to Deputy Chief/Fire Marshall regarding budgetary needs for district properties including new construction.

2.3 Safety:

Takes necessary steps to correct any unsafe or unacceptable practice in the district and informs the Deputy Chief/Fire Marshall of situations needing attention.

2.4 Training

Attends training sessions, schools and seminars as applicable to increase skills for required duties.

2.5 Other Duties as Assigned

Assists with SCBA Repair, hose testing, radios, and any other duties that the Fire District deems necessary.

3.0 TECHNICAL REQUIREMENTS:

- a. Must have good construction knowledge and skills required to perform duties including reading blueprints.
- b. Must understand how the equipment in District #3 operates and be able to make it function.
- c. Must be a team player that will contribute to and help further build and develop a strong team.
- d. Must be capable of working cooperatively with staff, the public, and other agencies that may interface with the district.
- e. Must have ability to trouble shoot mechanical and structural deficiencies of district facilities.
- f. Must be self-motivated and be an independent worker.

4.0 MINIMUM QUALIFICATIONS:

- a. Must possess a valid Washington State Drivers License at time of employment. A CDL Class B license is also required but can be obtained within a reasonable amount of time after hire.
- b. Must have proven construction experience.
- c. The Fire Chief may consider equivalent experiences in determining compliance with these Minimum Qualifications.

5.0 DESIRABLE QUALIFICATIONS:

- a. Non-smoker
- b. Reside within the Fire District.

6.0 JOB DESCRIPTION:

- a. Hours of work will be determined by district needs.
- b. Attendance at district functions as required.
- c. Must receive satisfactory annual job performance evaluations.
- d. Must pass an annual physical exam.
- e. Satisfactorily complete one-year probation period

7.0 PHYSICAL REQUIREMENTS:

- a. Lifting equipment, tools and materials while performing general duties.
- b. Must be able to perform general duties in a safe manner.



Expectations

Customer service

Customer service is our business. Team members will uphold high standards for conducting business with both internal and external customers. Team members are expected to treat everyone as a valued customer along with doing everything within reason to see that you follow-up and follow-through to meet customer expectations.

Trust

Trustworthiness is one of the most important ethical values and brings together such qualities as honesty, integrity, reliability, loyalty, transparency and being forth coming. Trust is easily lost and hard to gain or regain.

Leadership

As leaders, Team members will inspire others through their actions and words, both oral and written. Not only will we constantly seek to challenge ourselves and develop as leaders, we will include, engage, support, and mobilize others to do the same. As leaders, we must be innovative to create a successful vision for the future.

Behavior

We will operate as a team. We shall accept ownership for our actions and decisions. We will treat each other with respect and dignity, care for those we serve and be sensitive to the needs of others.

Team Members will be expected to maintain confidentiality with each other.

We need to capitalize on our diversity by utilizing individual strengths. We need to identify our weaknesses and develop plans to address them.

We will eliminate triangulation. When possible, take concerns directly to the person with whom you have an issue before involving others.

Work product

Team Members will honestly and effectively manage the entrusted resources provided by our community.

The nature of our profession requires you to be flexible, reliable and punctual.



TEAM VALUES

- Team members are Trustworthy
- Team members have Integrity
- Team members are Honest, Loyal and Respectful to each other
- Team members are focused on Leadership, Teamwork and Followership
- Team members are Reliable and Committed to the cause
- Team Members are Forthcoming and Transparent