



Snohomish County FIRE DISTRICT 7

Earning Trust Through Action

Temporary Help - Operations Position Announcement (Job #2019-03)

OPENING DATE: Friday, June 7, 2019
CLOSING DATE: Friday, June 14, 2019 @ 3:00 PM
INTERVIEW DATE: The week of June 17th
EMPLOYMENT TYPE: Temporary, Full Time (anticipated to last up to 6 months)
SALARY: \$17.00 Hourly
WORK LOCATION: Fire Department Headquarters; 163 Village Ct, Monroe, WA
BARGAINING UNIT: N/A

POSITION RESPONSIBILITIES:

This position is assigned to and works in the Support Services Division. Incumbent provides daily support for operations through ongoing maintenance of assigned facilities, equipment and assets. Primary functions include maintenance related ordering/purchasing, troubleshooting, coordinating and/or performing facilities and equipment maintenance and repairs.

ESSENTIAL FUNCTIONS:

- Perform general and semi-skilled maintenance and repair of assigned District facilities, equipment and apparatus in a variety of trades (e.g. carpentry, roofing, plumbing, electrical, painting, IT, HVAC, mechanical trades, etc.)
- Perform minor maintenance and repair activities (e.g. plumbing pipes, fixtures, touch up painting, carpentry work, electrical activities, HVAC, telephones, etc.)
- Operate, repair and maintain a variety of equipment, power tools, gurneys, SCBAs, and other equipment
- Deliver needed supplies, parts, and equipment to ensure operations continue without undue interruptions
- Prepare and maintain records related to daily activities as needed
- Account for assigned equipment and supplies as necessary
- Fill and deliver EMS orders and station supplies as requested
- Performs other varied duties as directed and/ or required

KNOWLEDGE OF AND SKILLS IN:

- Standard tools, equipment, materials, methods and techniques used in a variety of building maintenance trades (e.g. carpentry, plumbing, electrical, mechanical, painting, HVAC, fire service equipment, etc.)
- Effectively managing workload and responsibilities
- Exhibiting flexibility and creativity when working with assigned personnel and their issues
- Health and safety regulations, practices and procedures
- Working as a reliable team member, establishing and maintaining effective working relationships with co-workers

- Effective communications in a variety of situations and an ability to promote co-worker and public trust
- Demonstrating quick and sound decision making skills
- Operating hand and power tools and mechanical equipment
- Communicating effectively both verbally and in writing to all levels
- Problem solving, managing multiple projects and providing excellent customer service
- Word processing, spreadsheet, database and other various computer software programs
- Maintain positive and professional interpersonal communications with internal employees and external customers/citizens/vendors
- Performing duties and maintaining personal conduct, attitude and appearance that reflects professionalism and strictly conforms with policies, procedures and discipline within a “chain of command” system
- Operation and proper maintenance of tools, equipment and machinery used in the building trades
- Preventive maintenance principles and procedures

ABILITY TO:

- Work in various trades (e.g. carpentry, plumbing, electrical, mechanical, HVAC, painting, etc.)
- Safely and skillfully use power tools and equipment
- Use personal computer and varied software applications
- Handle multiple projects simultaneously
- Understand, provide and apply verbal and written instructions
- Remain flexible and make sudden scheduling changes based on urgent needs
- Communicate effectively orally and in writing
- Operate various office equipment (e.g. fax, copier, printer, etc.)

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalency
- Minimum of two (2) years’ experience as a maintenance worker or operations assistant in the fire service
- Any combination of education and experience that provides the desired knowledge, skills and abilities to perform the essential duties of the position

LICENSE AND REQUIREMENTS:

- Valid Washington State driver’s license required
- Valid Commercial Driver’s License is preferred

APPLICATION PROCESS & SELECTION PROCEDURES:

- Complete and submit a Snohomish County Fire District #7 employment application and attach a letter of intent outlining your relevant skills and experiences as well as your interest in the position.
- All materials must be *received* before the closing date and time identified at the top of this announcement. Application materials can be dropped off or mailed to the attention of:

**Human Resources
163 Village Court
Monroe, WA 98272**

- Questions or clarifications regarding this process should be directed to Pamella Holtgeerts, Human Resources Director at pholtgeerts@snofire7.org.