



Job Announcement

Facilities Maintenance Technician

North County Regional Fire Authority is currently seeking applications for the position of

Facilities Maintenance Technician

Position Open Until Filled

Position Details	Benefits
Salary: \$63,435 - \$80,498 annually	Washington State Public Employee Retirement System (PERS)
Expected Shift Schedule: Mon – Fri, 8a-5p (Schedule changes may occur during emergency situations)	Deferred Compensation with 5% employer contribution
12 Annual Paid Holidays, Vacation Leave begins at 6.67/hrs per month (up to 16 hrs/mo)	Medical/Dental/Vision/Life Insurance (Employee 100% paid, Family 90% paid)
8 Hours/Mo Paid Sick Leave	

Essential Duties and Responsibilities:

- Perform routine inspection of facilities and grounds to ensure the clean, safe, and efficient use and working condition of multiple properties, building support systems, grounds, and associated equipment.
- Develop and execute planned inspection and preventive maintenance schedules for facilities, building support systems, and grounds within budget guidelines.
- Identify facilities and grounds problems or potential problems, and make or coordinate repairs as required.
- Prioritize required tasks and work assignments.

- Perform or coordinate maintenance and repair of facility interiors and exteriors, landscaping, walkways, parking lots, fences, and gates in a safe condition for co-workers and the public.
- Provide technical advice to the Assistant Chief - Support Services in reviewing requests for proposals and bids for supplies, furnishings, tools, equipment, and/or outside vendor work on facilities, building support systems, and grounds.
- Coordinate preventive maintenance and repair by outside vendors.
- Oversee operation, repair, and preventive maintenance of electrical, plumbing, HVAC, and elevator systems, and premise safety and security systems.
- Provide space, room, and event support, set-up, and re-location as required.
- Receive, acquire, stock, inventory, and distribute supplies, furnishings, tools, and equipment to North County Fire facilities.
- Use computers and software to document work, research information, prepare maintenance schedules, and generate reports.
- Attend meetings and training as required.
- Respond to facility and grounds emergencies.
- Perform related and assigned duties as required.
- Regular attendance is required.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge Of:

- Maintenance and repair procedures for facilities, grounds, and building support systems including electrical, plumbing, HVAC and elevator systems, and safety and security systems.
- Building, fire, electrical and related codes.
- Equipment, materials, supplies, and software programs used in performing facilities, grounds, and building system maintenance, testing, and repair.
- Proper and safe techniques for performing facilities and grounds maintenance and repair.
- North County Fire organizational structure, chain of command, and rules and regulations.
- Operation, design, use, maintenance, and repair requirements of various facility support systems, machines, mechanical instruments, hand, and power tools.
- Written and electronic report and record-keeping practices.

Skills and Ability To:

- Inspect facilities to ensure all buildings, grounds, and facility support systems are operating efficiently.
- Prioritize and schedule work.
- Develop, plan, and schedule preventive maintenance and repair based on inspections.

- Perform general preventive maintenance and repair on facilities, grounds, and support systems including installation and testing, carpentry, plumbing, sheet metal, electrical systems, wiring, and painting.
- Read, interpret, and apply information and instructions in applicable codes, equipment maintenance agreements, warranties, and manufacturer manuals.
- Work independently and complete daily activities according to a prioritized work schedule with minimal supervision.
- Use tools and equipment, testing, diagnostic, and measuring instruments properly and in a safe manner.
- Use computers and software to perform research, schedule inspections, and maintenance, document work, prepare reports and conduct electronic correspondence.
- Employ strong oral, written, and listening skills.
- Maintain a clean and organized work area.
- Prepare and submit clear and concise written and electronic records and reports.
- Exercise good judgment, and establish and maintain cooperative working relationships with co-workers, vendors, and the public.
- Performing construction of small projects such as cabinet and fence building, and interior and exterior remodeling.
- Assist in project cost specifications and estimations.
- Perform major and minor appliance repairs and replacements.

Education and/or Experience:

High school diploma or equivalent; AND specialized or technical training and experience in facilities work scheduling, maintenance, and repair, or a related field. Two (2) or more years performing facility maintenance duties; OR any equivalent combination, as determined by the employer of training and experience that provides the required knowledge and abilities.

Working Conditions:

Adverse weather conditions, and work in indoor and outdoor environments. Exposure to cold, heat, and high-decibel noise. Work around and with machinery having moving parts. Work at heights and below grade. Drive and operate a variety of vehicles to conduct work. Effectively operate hand and power tools, measuring instruments, computer, related software, printer, fax machine, copier, telephone, pager, radio, and other electronic communication devices. Travel to work and vendor sites, meetings, and training.

Physical Demands:

A physically demanding position requiring movement inside and outside facilities and in open areas in all types of weather. Hear and speak to exchange information and effectively communicate. See to read, observe problems, and see computer screens and forms. Must have the dexterity of hands and fingers to operate various measuring instruments, hand, and power tools. Be able to climb ladders and work from heights, bend at the waist, balance, kneel or crouch, crawl, or stoop. Must be able to Reach

overhead, above the shoulders, and horizontally sit, stand, or walk for extended periods of time.
Exposure to solvents, chemicals, and cleaning agents. Lift and carry heavy objects in excess of 100 lbs

Special Requirements:

- Must be a U.S. Citizen or have a valid working permit.
 - Requires a valid Washington State Driver's License and a driving record acceptable to the department's insurance carrier.
 - Ability to pass a comprehensive background check.
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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Purpose Statement

Serving our Communities with Compassion

Values

Integrity

Innovation

Pride

Professionalism

Ownership

Application Process Information

- Applications are accepted until position is filled
- Only completed application packets will be reviewed. Application packets **MUST** include:
 - Completed application
 - Three professional letters of recommendation
 - Any relevant professional certifications you have obtained that you want to include

Applications can be returned:

By Mail

North County Regional Fire Authority
8117 267th St NW
Stanwood, WA 98292

By Email

kcasey@northcountyfireems.com

Applications packets will be reviewed and only the top candidates will be contacted for next steps in the application process.