



www.gigharborfire.org



Employment Opportunity Facilities Technician

Gig Harbor Fire & Medic One is hiring one candidate to fill the position of Facilities Technician. A start date in November 2019 is anticipated. We are an equal employment opportunity employer and a tobacco free workplace.

Position Details

Salary & Benefits:

- Annual salary: \$55,220.93-\$78,887.04 DOE/DOQ
- PERS Retirement
- Medical/Dental/Vision for Employee and Family
- District Contributions to Employee's Healthcare Reimbursement Account (HRA)
- Employer Matched Deferred Compensation
- Sick Leave
- Paid Holidays
- Educational Incentives Available

FLSA Status: Non-Exempt

Represented: IAFF Local 3390 for Non-Uniformed Personnel

District Profile:

Gig Harbor Fire & Medic One provides 911 emergency medical services, fire suppression, emergency rescue and injury prevention services to the 50,000 residents of the Gig Harbor Peninsula. Our response area covers 55 square miles with more than 50 miles of shoreline including Fox and Raft Islands.

Our Facilities and Fleet division currently has 3 full-time and 2 part-time positions assigned to it. They supply support to 11 buildings and over 90 vehicles. Together with 109 career members and 20 volunteers, we work to provide excellent fire suppression, emergency medical, and risk reduction services to our community.

This Facilities Technician will be the second full-time person assigned to facilities maintenance. They will work with a Facilities Technician and two part-time Laborers to perform general facility maintenance and repairs at 11 Fire District buildings and properties. This work will encompass both the interior and exterior of buildings, their operating systems, and the grounds. This position also performs other duties as assigned.

A Facilities Technician job description is attached.

For more information about the Gig Harbor area, click here: [Gig Harbor Chamber Website](#).

Required Qualifications for Facilities Technician:

1. Minimum of 18 years of age.
2. High School graduate or equivalent (GED).
3. Possess a valid driver's license and able to obtain a Washington State driver's license within 30 days of date of hire.
4. Reliable and adaptable.
5. Able to take direction from others and provide excellent customer service both internally and externally.
6. Must be able to successfully pass drug screening, psychiatric screening and comprehensive background review prior to hiring.
7. Candidates must be tobacco and marijuana free at time of testing.

Desired Qualifications for Facilities Technician:

1. Washington State CDL.
2. Previous experience and/or familiarity with facilities maintenance and/or building systems.
3. Project management experience and/or certification.

How to Apply:

Email all documents indicated below to HR@GigHarborFire.org by July 7, 2019.

Required Documents:

1. Cover Letter
2. Resume
3. Completed Gig Harbor Fire & Medic One Contact Sheet (included in this packet)
4. Verification of High School Completion (form included in this packet)
5. Copy of current driver's license
6. If applicable, attach a copy of your military DD214

Optional Documents:

1. Training certificates and/or diplomas in addition to those required above.
2. Letters of recommendation.

Applicant Timeline

We are providing this timeline to help you plan your current work schedule and make travel arrangements while you are in the application process. Please note the dates indicated for “Email Notice of Advancement.” At that time, you will be notified whether or not you are proceeding to the next step. Those who are moving on in the process will receive further instructions. This timeline may be modified by the District as needed.

Application Packets Due - email to HR@GigHarborFire.Org	July 7, 2019
Emailed Notice of Advancement in Process; instructions to schedule panel interview	July 12, 2019
Panel Interviews	July 29-August2, 2019
Email Notice of Advancement in Process to Candidates	August 5, 2019
Complete suitability test and initial background check	Completed by August 15, 2019
Schedule Chief’s Interviews	August 6-9, 2019
Chief’s Interviews / Personal History Statements Collected	August 26-30, 2019
Conditional Offer of Employment	September 4, 2019
Background Checks	TBD
Psychological Evaluation/Drug Testing	TBD
Final Conditional Offer of Employment	TBD
First Day of Employment	TBD
Welcome/Introduction to Board of Commissioners	TBD

Title: Facilities Technician

Reports to: Assistant Chief

Position Purpose:

The Facilities Technician is responsible for general facility maintenance and repair, working on the interior and exterior of buildings, their operating systems, and grounds.

Duties & Responsibilities

- 1) Ensures that facility maintenance supports operational readiness and preserves the value of Fire Department assets.
- 2) Implements comprehensive maintenance programs as assigned by Assistant Chief.
- 3) Performs repairs, or supervises repairs made by outside contractors to buildings, grounds, and operating systems as assigned by Assistant Chief.
- 4) Applies knowledge of codes in all maintenance activities, so Fire Department facilities are always in compliance. Researches applicable codes as needed.
- 5) Supports the Mechanic as appropriate.
- 6) Supports Training Campus activities when necessary.
- 7) Performs other duties as assigned.

Nature & Scope

The Facilities Technician reports to the Assistant Chief. The Assistant Chief specifies the results and priorities of projects. The Assistant Chief will schedule all work assignments. The major challenge for this position is to be sure that facilities maintenance supports readiness to respond, and preserves the value of Fire Department assets. The Facilities Technician's responsibilities are with the buildings, their interior and exterior operating systems, and grounds. This position supports the mechanic. One may help the other where particular skills cross areas of responsibility.

The Facilities Technician must have a basic understanding of building design, construction methods, and the installation and operation of interior and exterior systems. This includes heating and air conditioning, water supply and plumbing, appliances, wiring and interior finish work. The Technician must understand grounds maintenance, such as lawns, gardens, and sprinkling systems, and must be able to maintain or recommend maintenance for concrete mats and asphalt areas. These skills must be combined with the ability to inspect, make recommendations, prioritize, and perform

routine, emergency, and preventative maintenance. This person needs hands-on capabilities, using tools common to buildings, systems, and grounds upkeep.

The Facilities Technician will assist the Assistant Chief in keeping comprehensive records, for warranty follow-up, and effective periodic maintenance which will reduce time-related breakdowns. This information will be used as input to control spending in the current budget, and will provide costs projection usable in future budgets. This person must be able to write specifications and write buying requisitions for labor and materials for higher level approval. Any work must be performed so Fire Department facilities are always in compliance with applicable codes & requirements. It may be necessary to attend outside schools to keep these skills current.

This position requires initiative to stay ahead on maintenance. It also requires the ability to recommend outside contractors where appropriate and take steps to be sure the work is completed to specifications.

The Facilities Technician will often work alone, and must be aware of the safety hazards associated with building, systems, and grounds maintenance. This person may be a resource on the implications of building design and conditions, when the firefighters are dealing with an incident outside their experience.

Dimensions:

No full time Department personnel report to this position.

There's no direct responsibility for budget performance. However, the quality of recommendations and work performed on buildings and grounds will have substantial impact on Department operating costs, and the preservation of Department assets.



Gig Harbor Fire & Medic One

Contact Information Sheet

Applicants will be notified of their progress in the selection process. Please complete the information below in order for Gig Harbor Fire & Medic One personnel to contact you in the most efficient and confidential manner.

If you do not want our personnel to contact you at a specific location (i.e., work), or by a specific method, please leave that space blank.

Applicant Name:

Home Information

Street Address:

Apartment Number:

City, State, Zip Code:

Home Phone:

Best Time to Call:

Home Fax:

Personal Email Address:

Personal Cell Phone:

Best Time to Call:

Notes:

Work Information

Organization:

Street Address:

City, State, Zip Code:

Work Phone:

Best Time to Call:

Work Fax:

Work Email Address:

Work Cell Phone:

Best Time to Call:

