

Spokane County Fire District 10  
929 S Garfield Road  
Airway Heights WA 99001  
(509) 244-2425

**Position Opening: Maintenance Technician**

**Posting Date: December 7, 2023**

**Applications Accepted: December 11, 2023**

**through January 5, 2024**

**Applications Close: January 5, 2024 at 4pm**

**Interview: Week of January 8, 2024**

**Duties: See attached job description**

**Salary: \$36.05/hour 40hr per week.**

**Benefits:** Retirement through Washington State Department of Retirement Services PERS; Fulltime employees are eligible for Medical/Dental/Vision Insurance with 100% of the premium for the employee covered by the district; Paid Vacation earned at an initial rate of 12 hours per month; Sick Leave earned at a rate of 12 per month; eleven paid holidays per year.

**Minimum Qualifications:**

1. 21 years of age.
2. High school graduation or equivalent required.
3. Within one (1) year of hire must be able to secure and maintain a Washington State CDL with a tank endorsement.
4. Capable and willing to work a minimum of 40 hours per week.
5. Must successfully complete a one (1) year probationary period.
6. Valid Washington State driver's license.
7. Two (2) years of experience with knowledge in an automotive or facilities maintenance related field and/or the construction industry, or a combination of three (3) years of related education and experience.
8. Must adhere to the District's grooming standards per District procedure.
9. Must be capable of lifting a minimum of 50 pounds without assistance, able to perform physical activities such as climbing, stooping, bending and sometimes working in uncomfortable positions.

**To Apply:** The applicant can download the application packet at [www.scfd10.org](http://www.scfd10.org) The packet must be emailed to Spokane County Fire District 10 ([pcallahan@scfd10.org](mailto:pcallahan@scfd10.org)) by closing date. Application packet includes:

- Completed and signed application form
- Resume and Cover Letter
- Notarized Release of Information

**Any submitted applications found to be incomplete or incorrect will be rejected.**

**SPOKANE COUNTY FIRE PROTECTION DISTRICT 10  
JOB DESCRIPTION**

Position: Maintenance Technician  
Reports To: Deputy Chief of Safety and Logistics  
Division: Maintenance  
FLSA Status: Non-Exempt

**Job Summary:**

The Maintenance Technician is a skilled position involving basic apparatus and building maintenance and repair. The work requires basic knowledge of automotive and building structures and systems. Work requires knowledge of basic vehicle maintenance, carpentry, plumbing and electrical trades. Work also involves ordering and stocking supplies, delivering and/or picking up supplies and parts.

Employee occupying this position requires considerable independent judgement, 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, as directed by their supervisor. This position also develops and maintains records of maintenance and repairs for individual apparatus, vehicles and/or facilities.

**Essential Job Functions:**

1. Basic knowledge of standard methods, techniques, tools and equipment used in vehicle and equipment maintenance.
2. Basic knowledge in heavy, medium, and light duty vehicle applications to include maintenance and inspection, brakes, suspension and steering, drivetrain, electrical, diesel engines, gasoline engines, and small engines.
3. Basic knowledge of standard methods, techniques, tools and equipment used in building and equipment maintenance and repair work.
4. Basic knowledge of construction, carpentry, plumbing and electrical trades.
5. Responds to work orders and requests for routine maintenance and repair of District apparatus and facilities; (fluid changes, apparatus trouble shooting, changing light fixtures, painting, cleaning and lubrication of mechanical equipment).
6. Maintains all small engine equipment to include emergency generators, snow blowers, lawn mowers, etc.

7. Coordinates and schedules repairs made by outside vendors as needed.
8. Tracking inventory, ordering, and stocking supplies.
9. May be required to plow snow during and outside of business hours.
10. Delivering or picking up supplies, parts, lumber, and other materials needed for projects.
11. Performs other work as assigned by supervisor.
12. Excellent oral and written communication skills.
13. Basic computer skills with Microsoft Office.
14. Organized with a propensity toward goal setting and follow through.
15. Ability to multitask and sort multiple priorities.
16. Attends training and seminars as required by the Fire Chief or his/her designee to maintain or increase level of proficiency.

### **Knowledge, Skills & Abilities:**

1. Experience as a diesel or automotive mechanic preferred.
2. Experience in commercial or residential construction and maintenance preferred.
3. Demonstrated experience in providing mechanical and facility maintenance and repairs.
4. Must be a self-motivated and independent worker.
5. Must be a team player, maintain effective and courteous working relationships with all Fire District personnel, partner agencies, professional consultants, and the general public.
6. Demonstrated ability to prioritize multiple tasks.
7. Skills and abilities in specific tasks of the Maintenance Technician include, but are not limited to:
  - Knowledge of practices, methods, tools, and materials used in maintenance and repairs of fire apparatus and facilities.
  - Knowledge of preventative maintenance requirements.
  - Troubleshoot electrical, engine, and transmission problems.
  - Small engine service and repair.
  - Light facility maintenance to include: painting, drywall repair, plumbing, landscaping, etc.
  - Order parts and materials; maintain a sufficient inventory to meet the needs of the District.
  - Light welding and fabrication.
  - Excellent written and oral communication skills.

### **Preferred Education or Training:**

1. Desirable to have any or all the listed education or accepted equivalents:
  - EVT Fire Apparatus Technician level I, II, III.
  - ASE Certifications T Series, E Series, A Series.
  - Journeyman level experience in a construction trade.
2. Experience in fleet maintenance and management, mechanical training in fire pumps, diesel motors, and electrical systems as they relate to fire apparatus and other fire vehicles.

### **Minimum Qualifications:**

1. 21 years of age.
2. High school graduation or equivalent required.
3. Within one (1) year of hire must be able to secure and maintain a Washington State CDL with a tank endorsement.
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7. Two (2) years of experience with knowledge in an automotive or facilities maintenance related field and/or the construction industry, or a combination of three (3) years of related education and experience.
8. Must adhere to the District's grooming standards per District procedure.
9. Must be capable of lifting a minimum of 50 pounds without assistance, able to perform physical activities such as climbing, stooping, bending and sometimes working in uncomfortable positions.

### **Working Conditions:**

1. Full-time, 40 hours per week position, generally assigned a work schedule of Monday through Thursday, 7:00 a.m. to 5:30 p.m. (The schedule may be changed to meet the needs of the Fire District).
2. Work is performed both indoors and outdoors, mostly in a shop or facility environment, with some office and data entry work. Equipment utilized includes computers, shop and maintenance tools, vehicles, fire apparatus, small engines, and carpentry tools.
3. May be called to respond to emergency incidents to provide logistical or support services. i.e.: provide fuel for apparatus.
4. May be called to make emergency repairs at an emergency incident.



OFFICE USE ONLY  
DATE RECEIVED



929 S GARFIELD ROAD AIRWAY HEIGHTS WA 99001  
PHONE (509) 244-2425 FAX (509) 244-2421  
www.scf10.org

## DEPARTMENT APPLICATION

Dear Applicant:

Thank you for your interest in joining Spokane County Fire District 10. You must complete all sections of this application. Please print clearly or type the required information using black or blue ink.

<b>PROGRAM INTEREST</b>					
Please mark the position you are interested in applying for:					
<input type="checkbox"/> Maintenance Technician					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<b>PERSONAL INFORMATION</b>					
First, Middle, Last					
Address:					
City:		State:		Zip:	
Primary Phone:					
Email Address:					
Driver's License Number:				State:	
Are you over 21 years of age?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
How did you learn of this opportunity?		<input type="checkbox"/> Website <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Open House <input type="checkbox"/> Other			
<b>IN CASE OF EMERGENCY NOTIFY</b>					
Name:					
Phone:					
Relationship:					
<b>MEDICAL CONDITIONS</b>					
List any allergies or other conditions that could affect emergency treatment:					
List physical or health restrictions that could limit effectiveness:					

EDUCATIONAL BACKGROUND					
<b>High School</b>					
Graduated?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If not, GED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name School(s) Attended:			City/State:		
<b>College or Vocational School</b>					
Graduated?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Major:		
School(s) Attended:			City/State:		
EMPLOYMENT HISTORY (List 3)					
List most recent employer first. Include fire and/or U.S. Military Service and volunteer service if applicable. If employment was under a different name, please indicate name.					
Employer:				Description of Duties and/or Responsibilities:	
Supervisor:					
Address:					
City:					
State:		ZIP Code:			
Telephone:					
Position(s):				Reason for Leaving:	
Dates of			to		
Employer:				Description of Duties and/or Responsibilities:	
Supervisor:					
Address:					
City:					
State:		ZIP Code:			
Telephone:					
Position(s):				Reason for Leaving:	
Dates of Employment:			to		
Employer:				Description of Duties and/or Responsibilities:	
Supervisor:					
Address:					
City:					
State:		ZIP Code:			
Telephone:					
Position(s):				Reason for Leaving:	
Dates of Employment:			to		
If you wish to include additional experience, please attach the above information for each position on a separate sheet of paper.					
REFERENCES					
List three (3) non-family references:					
Name:				Relation:	
Phone:				E-Mail Address:	
Name:				Relation:	
Phone:				E-Mail Address:	
Name:				Relation:	
Phone:				E-Mail Address:	

QUALIFICATIONS, SKILLS, & TRAINING		
List any job specific certifications you currently hold. Include expiration dates and certifying state, department, or agency. Please attach copies of your certifications to this application.		
Certification	Certifying State/Department/Agency	Expiration Date
List any special qualifications, skills, certificates, training and/or licenses you hold.		
CERTIFICATION & AGREEMENT		
<p align="center"><b>This statement must be signed.</b></p> <p align="center"><b>Please read the following statement carefully before signing.</b></p> <p>I understand that any information contained within this application may be verified and that all information obtained as a result of this application is confidential and will be used only for the purpose of determining hiring. I understand that if I am accepted by Fire District 10, I may be subjected to drug and/or alcohol testing and/or physical examinations. I agree to keep Fire District 10 informed as to any changes of the information contained in this application (change of address, phone, convictions, traffic violations, etc.) I also understand that false statements or omissions of information will make this application void and may terminate my employment.</p> <p><i>Applicants receiving a conditional offer of employment will be required to undergo and successfully pass a criminal background check. Criminal convictions are not an automatic bar to employment with Spokane County Fire Protection District 10. Considerations include, but are not limited to, the nature of the conviction, when the event occurred, and the relationship between the position applied for and the type of crime.</i></p>		
Signature of Applicant		Date
Printed Name of Applicant		

**YOUR APPLICATION PACKET IS NOT CONSIDERED COMPLETE UNTIL ALL THE FOLLOWING DOCUMENTS ARE RECEIVED:**

- ☐ Signed and dated application
- ☐ Resume and Cover Letter
- ☐ Notarized Release of Information



## AUTHORIZATION TO RELEASE INFORMATION

To whom it may concern,

I authorize you to furnish Spokane County Fire Protection District #10 with any and all information that you have concerning me, my work record and my reputation, not prohibited by the Washington State Law against Discrimination RCW 49.60 and regulations concerning Fair Pre-Employment Inquiries. This will include a criminal background check.

Information of a confidential or privileged nature may be included. Your reply will be used to assist Fire District 10 in determining my qualifications and fitness for the position I am seeking with the Fire District.

I further understand that the District may, from time to time, request an updated driving and/or criminal background check and that I am required to inform the District of any driving changes including violations

I hereby release you, your organization and others from any liability or damage, which may result from furnishing the information requested. Please consider copies of this document to have the same power of authorization as an original document.

**DO NOT SIGN OR DATE THIS DOCUMENT UNTIL YOU ARE IN THE PRESENCE OF A NOTARY PUBLIC**

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Washington Residing at  
Spokane