

# SPOKANE COUNTY FIRE DISTRICT 8

Job Description



**Job Title:** MAINTENANCE TECHNICIAN  
**Division:** Support Services  
**Supervisor:** Division Chief of Support Services

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## **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.

FLSA status is Non-Exempt-Overtime Eligible, Non-Union. Salary is \$56,250.00.

**Supervises:** N/A

## **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.

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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.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

### **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.

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### **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.

### **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.

### **Employment is Contingent On Passing the Following:**

1. Panel interview
2. Background investigation
3. Drug Testing
4. District's minimum medical and health standards physical.

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*Spokane County Fire District 8 is an equal opportunity employer. Qualified applicants are considered for employment without regard to race, creed, color, sex, national origin, age, marital status and sexual orientation or any other status protected by law.*