



**CENTRAL PIERCE FIRE & RESCUE**  
invites applications for the position of:

## **Facilities Maintenance Technician**

**SALARY:** \$4,642.00 - \$5,704.00 Monthly  
\$55,704.00 - \$68,448.00 Annually

**OPENING DATE:** 01/28/14

**CLOSING DATE:** 02/14/14 11:59 PM

### **DESCRIPTION:**

The Facilities Maintenance Technician performs a variety of specialized, journey level facility maintenance, repair and construction activities.

#### **SUPERVISION RECEIVED**

Works under the general supervision of the Assistant Chief of Logistics.

#### **SUPERVISION EXERCISED**

None.

This position is newly funded and therefore will start as a one (1) year contract position. This position will be evaluated at one (1) year for overall effectiveness and may be renewed upon approval from the District's Board of Commissioners.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

Performs inspections, preventative maintenance, and repairs on mechanical, electrical, HVAC, plumbing, lighting, carpentry, structural, and security systems.

Performs a variety of skilled and semi-skilled building maintenance and repair tasks.

Performs basic carpentry tasks that require both rough carpentry and finish work, such as repairing sheetrock, building walls, installing shelves and cabinets, hanging doors and installing counters.

Performs basic electrical tasks such as installing or replacing outlets, light ballasts, light fixtures, electrical switches and pulling wire.

Performs basic plumbing work such as clearing drains, replacing faucets and valves, installing sinks and repairing leaks.

Performs basic HVAC maintenance and repair functions such as programming thermostats, lubing motors, replacing belts and filters.

Prepares work reports, maintenance schedules, inventory reports and maintains related records, to include inventory control, building and site plan files, and building system service records. Documents status of facility repair and construction projects and reports status to Assistant Chief of Logistics.

Coordinates repairs as needed with vendors/contractors, to include developing scopes, obtaining estimates and/or bids, scheduling inspections and accepting contracted maintenance and repair work. Oversees construction and repair projects for District facilities.

Assists the Assistant Chief of Logistics in the development and implementation of preventative maintenance plans and special maintenance projects.

Assists with the development of budget estimates and specifications for larger, more complex projects. Obtains bids from vendors for materials, equipment and services.

Inspects, maintains and repairs assigned equipment, instruments, and small tools for proper operating condition. Maintains supply inventory.

Designs and installs building-related systems, including energy efficient improvements and electronic monitoring systems.

Ensures District buildings are in compliance with applicable codes by taking appropriate maintenance action to maintain building safety and efficiency.

Responds to non-routine situations such as fire system sprinkler failures, facility alarms, and power outages.

Performs other duties of a similar nature or level.

Maintains reasonable, predictable and regular attendance during the standard work week.

#### NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Carry out assignments independently and with self-motivation, under limited supervision.

Identify and diagnose mechanical problems/defects and recognize potential mechanical/system failures.

Perform electrical, mechanical, plumbing and maintenance duties. Skilled in performing a full range of skilled and semi-skilled facilities maintenance work.

Carry out assignments in a timely manner that fulfills the mission and needs of the District. Assessing and prioritizing multiple tasks, projects and demands.

Demonstrate and maintain knowledge of parts and supplies availability, quality and pricing.

Demonstrate and maintain knowledge of preventative maintenance and record keeping.

Read, understand and interpret building plan drawings, sketches, diagrams and schematics.

Use various hand and power tools required to perform the duties of the position in a safe and proper manner.

Communicate effectively, both orally and in writing, using the English language.

Establishing and maintaining effective working relations with the general public, co-workers and outside agencies.

Operate a personal computer with various software applications connected to a networked system.

Knowledge of District policies, procedures, local building codes and regulations.

Must be able to work weekends and evenings.

#### **MINIMUM & PREFERRED QUALIFICATIONS:**

##### MINIMUM QUALIFICATIONS

High School Diploma or General Equivalency Diploma (GED) AND 3-4 years of experience in building maintenance and repair;

OR an equivalent combinations of education and experience which provides the knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

#### PREFERRED QUALIFICATIONS

Specialty training and/or completion of a related vocational/technical program in the building trades.

#### LICENSING REQUIREMENTS

Valid Washington State Driver's License in good standing.

Building Operator Certification (BOC) - Level 1 from the Northwest Energy Efficiency Council is required within two years of assignment.

#### **APPLICATION PROCESS:**

Interested applicants that meet the minimum qualifications are encouraged to apply online at [www.centralpiercefirer.org](http://www.centralpiercefirer.org).

Applications will be reviewed after the closing date. The most competitive applicants will be invited for additional testing.

If you have any problems with submitting your application, please call technical support at 1-877-204-4442.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.centralpiercefirer.org>

Position #2014-01  
FACILITIES MAINTENANCE TECHNICIAN  
CM

17520 22nd Ave E  
Tacoma, WA 98445  
(253) 538-6400

[cmartinson@centralpiercefirer.org](mailto:cmartinson@centralpiercefirer.org)

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#### **Facilities Maintenance Technician Supplemental Questionnaire**

- \* 1. This supplemental questionnaire will be used to determine whether you meet the minimum qualifications for this position and will be used as a tool to screen applications prior to an in-depth look at your application materials. These questions should be completed thoroughly and honestly. Your responses to these questions may be assessed through the interview and reference check process. Any sign of deliberate misinformation or intentional exaggeration will result in disqualification from the hiring process and possible bar from future employment opportunities with Central Pierce Fire & Rescue. Answers such as "see resume" will not be accepted as answers for questions and may disqualify applicants from further consideration. I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions or privileges of employment.  
 Yes    No
  
- \* 2. Do you acknowledge as a candidate for this position that you must submit to and clear a criminal background check and pre-employment drug test?  
 Yes    No
  
- \* 3. A valid driver's license and proof of insurance are required for this position. Do you have these items?  
 Yes    No

- \* 4. Select the option that BEST describes your level of education and experience:
- Less than high school
  - high school diploma
  - GED
  - vocational/technical
  - college
- \* 5. Please describe your experience with building maintenance:
- \* 6. Please rate your experience 0-5, 0 being no experience, in the following areas of maintenance:  
Electrical.
- 0
  - 1
  - 2
  - 3
  - 4
  - 5
- \* 7. Please rate your experience 0-5, 0 being no experience, in the following areas of maintenance:  
Plumbing.
- 0
  - 1
  - 2
  - 3
  - 4
  - 5
- \* 8. Please rate your experience 0-5, 0 being no experience, in the following areas of maintenance:  
Heating and Air Conditioning.
- 0
  - 1
  - 2
  - 3
  - 4
  - 5
- \* 9. Please rate your experience 0-5, 0 being no experience, in the following areas of maintenance:  
Finish Carpentry.
- 0
  - 1
  - 2
  - 3
  - 4
  - 5
- \* 10. Please rate your experience 0-5, 0 being no experience, in the following areas of maintenance:  
Rough Carpentry.
- 0
  - 1
  - 2
  - 3
  - 4
  - 5
- \* 11. Please rate your experience 0-5, 0 being no experience, in the following areas of maintenance:  
Drywall Repair and Painting.

- 0
- 1
- 2
- 3
- 4
- 5

\* 12. Please rate your experience 0-5, 0 being no experience, in the following areas of maintenance:  
Roof Repairs.

- 0
- 1
- 2
- 3
- 4
- 5

\* 13. Please rate your experience 0-5, 0 being no experience, in the following areas of maintenance:  
Major Appliance Repair.

- 0
- 1
- 2
- 3
- 4
- 5

\* 14. Please describe your experience reading blueprints and schematics to identify trouble spots and repair points.

\* 15. By marking "yes" you acknowledge that you have completed all required questions to the best of your ability, that you have read the job description for this position, and that you have provided your complete work history within the electronic application. Please note that your application will not be considered if you do not fully complete the electronic application. Attaching a resume in lieu of completing the application is not allowed.

Yes    No

\* Required Question