

EAST FORK FIRE PROTECTION DISTRICT

JOB DESCRIPTION



JOB TITLE: Support Services Maintenance Technician

FLSA: Non-Exempt

DIVISION: Prevention/Support Services

REPORTS TO: Deputy Chief/Fire Marshal

DATE: June 7, 2016

POSITION SUMMARY:

Responsible for performing skilled and semi-skilled general maintenance work, including the repair and maintenance of mechanical (HVAC), electrical, carpentry, plumbing, painting, landscaping and grounds of District-owned facilities and equipment.

ESSENTIAL JOB FUNCTIONS:

- Performs skilled and semi-skilled craft work in the installation, maintenance and repair of mechanical, plumbing, HVAC, electrical, carpentry and related systems as required.
- Repairs and installs doors and door hardware; changes locks, keys, installs security devices, pneumatic door closures, etc.
- Performs semi-skilled rough and finish carpentry; painting of interior and exterior of building and equipment; installs and repairs drywall, patches and textures.
- Assists supervisor with establishing estimates for contracts with outside vendors; supervises contracts and work of vendors and subcontractors; inspects work and approves payment.
- Estimates materials, tools and equipment needed for work assignments; orders and picks up materials and supplies from outside vendors as appropriate; prepares cost estimates for project and jobs.
- Maintains and services a variety of hand and power tools and test equipment; keeps small inventory of frequently used supplies and hardware.
- Maintains accurate records of work performed and materials and supplies purchased or used.
- Operate all types of power equipment and tools; erects, rigs and moves scaffolding and staging; ability to use of all types of ladders, forklifts and mechanical man lifts.
- Performs routine care and maintenance of grounds, landscaping; mows/edges lawns, leaf blowing, pruning and general clean-up; replaces and installs new shrubs, plants and trees; applies fertilizers, herbicides and pesticides in the care of landscaping and grounds.
- Repairs and maintains irrigation systems; provides periodic inspections and repairs of sprinkler heads, drip emitters, vacuum breakers, valves, timers, controllers, piping, wiring and low pressure drip tubing systems.
- Conducts fire hydrant testing using specialized equipment.

- Conducts snow removal and de-icing services of sidewalks and parking lots using a variety of hand and power equipment and vehicles.
- Assist with the management and coordination of public sandbag sites.
- Responds to emergencies as instructed to provide support.
- Supports activities of the warehouse, supply functions, Support Services Coordinator and District Mechanic, and other duties as assigned.
- Represents the District with integrity and a spirit of cooperation in all relationships with towns, GID's, community and professional organizations, other fire agencies, district, departments, county, city and state organizations and offices, federal agencies and other service organizations.

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, skill, and/or ability required.

EDUCATION AND EXPERIENCE:

High School diploma; and three (3) years of general building and grounds maintenance experience; or an equivalent combination of education, training and experience to perform the work as determined by the District.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Use and maintenance of a variety of commonly used hand and power tools and equipment.
- Safe work methods and safety regulations pertaining to the work performed.
- Shop mathematics and written project estimates.
- Basic record keeping practices.
- Skilled and semi-skilled painting, plumbing, concrete, electrical, mechanical, HVAC and carpentry methods, tools and techniques.
- Methods and equipment used in weed, pest and insect control and treating plant and lawn diseases.
- Installation, maintenance and repair of irrigation systems.
- Computer applications related to maintenance requests/data base, inventory control records, reports and time card (Telestaff)
- Standard office practices and procedures, including filing and the operation of standard office equipment.

Skill in:

- Safely using and maintaining hand and power tools related to work.
- Making accurate arithmetic calculations, project estimates and material selections.
- Reading and interpreting standard blue print plans, maps, written instructions.
- Understanding and following oral and written directions and communications.
- Preparing basic estimates, records, and reports for project and work performed.
- Contributing effectively to the accomplishments of the team or work unit goals, objectives and activities.

- Operation of a wide variety of vehicles used in the fire service, snow removal, forklift, and miscellaneous specialized equipment (tractors, scissor and boom lifts)
- Using initiative and independent judgment with established procedural guideless.

REQUIRED CERTIFICATES, LICENSES AND REGISTRATIONS:

- Nevada Class C driver’s License.
- Certification as a Fork Lift Operator or obtained within six (6) months of date of employment.
- “F” endorsement to driver’s license or obtained within six (6) months of date of employment.
- OSHA required fall protection for the operation of aerial lift equipment or obtained within six (6) months of date of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment, vision, to read printed materials and a computer screen, and hearing and speech to communicated in person or over the telephone. Strength and agility to exert up to 100 pounds of force; ability to stand, walk, crawl, kneel, stoop, balance, climb to a height of 20 feet; work is subject to performance under adverse environmental conditions, traffic conditions, fumes, dust, noxious odors, intense noise, hazardous chemicals/solvents and electrical currents.

CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. New employees are required to submit to a fingerprint based background investigation and drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.
3. EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide require documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description. And I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____