

**MARYSVILLE FIRE DISTRICT**

**Regional Fire Authority**

**AGENDA BILL**

**BOARD MEETING DATE: April 20, 2022**

<b>AGENDA ITEM:</b> Resolution No. 2022-004 Adopting Marysville Fire District Facilities Maintenance Technician Job Description	<b>AGENDA SECTION:</b> New Business
<b>PREPARED BY:</b> Darryl Neuhoff, Deputy Chief	
<b>ATTACHMENTS:</b> 1. Facilities Maintenance Technician Job Description	
<b>BUDGET CODE:</b> N/A	<b>AMOUNT:</b> N/A
<b>SUMMARY:</b>  The attached job description is for the new classification of Facilities Maintenance Technician approved in the 2022 Budget.	

**RECOMMENDED ACTION:**

1. Approve Resolution No. 2022-004 Adopting Marysville Fire District Position Descriptions (Job Description) for the position of Facilities Maintenance Technician.

**MARYSVILLE FIRE DISTRICT  
A REGIONAL FIRE AUTHORITY  
RESOLUTION NO. 2022-004**

**A RESOLUTION ADOPTING MARYSVILLE FIRE DISTRICT  
POSITION JOB DESCRIPTION FOR FACILITIES MAINTENANCE TECHNICIAN**

**WHEREAS**, the Regional Fire Authority known as the Marysville Fire District provides fire suppression, emergency medical, fire prevention and other non-emergency services within the corporate boundaries of the City of Marysville and Snohomish County Fire District No. 12; and

**WHEREAS**, Marysville Fire District operates a “combination” department, consisting of full-time and part-time firefighters; and

**WHEREAS**, The Board of Directors desires a comprehensive set of general guidelines describing the job duties for all District employee positions, including physical requirements, workplace conditions, and other aspects of public employment; and

**WHEREAS**, the job description attached to this Resolution as Attachment #1 and incorporated herein by this reference, contains general guidelines for the classification of Facilities Maintenance Technician including, but not limited to physical requirements for this position. It is not intended to be a contract, expressed or implied, or any type of promise or guarantee of specific treatment upon which employees may rely, nor a guarantee of employment of any specific duration; and

**WHEREAS**, the District distributed draft copies of the attached job description to District Leadership who has incorporated comments thus received into the version attached as Attachment #1 to this Resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT AS FOLLOWS:**

1. The Marysville Fire District Board of Directors hereby approves and adopts the job description for the position of Facilities Maintenance Technician attached hereto as Attachment #1 and incorporated herein by this reference. Said job description is adopted as the District’s position description for this classification.
2. Severability. If any provision of the job description or its application to any person or circumstance is held invalid, preempted or in conflict with an existing employment agreement or collective bargaining agreement, the remainder of the job description or the application of the provision to other persons or circumstances is not affected.

**ADOPTED** by the Marysville Fire District, A Regional Fire Authority, this 20th day of April, 2022 by majority vote of the members.

BOARD OF DIRECTORS

ATTEST:

\_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
District Secretary

## MARYSVILLE FIRE DISTRICT POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Facilities Maintenance Technician</b>
<b>DEPARTMENT:</b>	<b>Support Services</b>
<b>CLASSIFICATION:</b>	<b>Non-Union/Non-Exempt</b>
<b>APPROVAL DATE:</b>	<b>April 2022</b>

### POSITION PURPOSE:

This position is responsible for the inspection, preventive maintenance and repair of facilities and grounds to ensure the clean, safe, and efficient use and working condition of multiple properties, building support systems, grounds, and associated equipment; develop and execute planned inspection and preventive maintenance schedules; coordinate outside vendor work performed on facilities and grounds; receive, acquire, inventory, stock, and distribute supplies, furnishings, tools and equipment; document work required and performed; provide space, room, and event support and set-up; respond to facility and grounds emergencies as needed. This position shall also assist when called upon in all other aspects of Fleet and Facility assigned work.

### SUPERVISION RECEIVED:\*

- Works under the direction of the Fleet and Facilities Lead.

### SUPERVISION EXERCISED:\*

- None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** -- *The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Individuals occupying this position will be required to follow any other job related instructions and to perform any other job related duties requested by a supervisor. Specific duties and responsibilities include, but are not limited to:*

- Performs routine inspection of facilities and grounds to ensure the clean, safe, and efficient use and working condition of multiple properties, building support systems, grounds, and associated equipment.

## Attachment #1

- Develops and executes planned inspection and preventive maintenance schedules for facilities, building support systems, and grounds within budget guidelines.
- Identifies facilities and grounds problems or potential problems, make or coordinate repairs as required.
- Prioritizes required tasks and work assignments.
- Performs or coordinate maintenance and repair of facility interiors and exteriors, landscaping, walkways, parking lots, fences and gates in a safe condition for co-workers and the public.
- Provides technical advice to the Purchasing, Fleet & Facilities Lead in reviewing requests for proposal and bids for supplies, furnishings, tools, equipment, and/or outside vendor work on facilities, building support systems, and grounds.
- Coordinates preventive maintenance and repair by outside vendors.
- Oversees operation, repair and preventive maintenance of electrical, plumbing, HVAC and mechanical systems, and premise safety and security systems.
- Provides space, room and event support, set-up and re-location as required.
- Receives, acquires, stocks, inventory, and distributes supplies, furnishings, tools and equipment to Marysville Fire District facilities.
- Assists when necessary with vehicle and equipment maintenance and repair, apparatus transportation, and "maintenance shop" operations.
- Design and build modifications to existing facilities and equipment.
- Use computer and software to document work, research information, prepare maintenance schedules, and generate reports.
- Attend meetings and training as required.
- Respond to facility and grounds emergencies.
- Perform related and assigned duties as required.
- 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.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Please see the attached questionnaire for position specific physical requirements and typical working conditions. The physical demands and work environment characteristics described in the attached form are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. Maybe required to work beyond normal working hours to attend evening and weekend meetings.

### **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, skills, and/or

## Attachment #1

abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education, Training and Experience Guidelines** -- *The Marysville Fire District reserves the right to evaluate and consider, at its discretion, any combination of education and experience that tends to indicate the applicant possesses the skills, knowledge and abilities listed herein.*

- High School Diploma or equivalent.
- Specialized or technical training and experience in facilities work scheduling, maintenance and repair, or a related field.
- Two (2) or more years performing facility maintenance duties; or any equivalent combination, as determined by the employer of training and experience that provides the required knowledge and abilities.
- Be a minimum of twenty-one (21) years old.
- Considerable increasingly responsible experience including related mechanical experience, or an equivalent combination of education, training and/or experience that provides the following knowledge, skills and abilities:

### **Knowledge of:**

- Maintenance and repair procedures for facilities, grounds, and building support systems to include electrical, plumbing, HVAC, mechanical, and safety and security systems.
- General building construction methods.
- Building, fire, electrical and related codes.
- Equipment, materials, supplies, and software programs used in performing facilities, grounds, and building system maintenance, testing and repair.
- General knowledge and skills of proper maintenance, testing, and repair of vehicles, apparatus and related equipment normally used by the department.
- Proper and safe techniques of performing facilities and grounds maintenance and repair.
- Marysville Fire organizational structure, chain of command, and rules and regulations.
- Operation, design, use, and maintenance and repair requirements of various facility support systems, machines, mechanical instruments, as well as hand and power tools.
- Written and electronic report and record-keeping practices.
- Building materials potentially containing hazardous materials and basic understanding of their proper handling.

### **Ability to:**

- Inspect facilities to ensure operating efficiency of all buildings, grounds, and facility support systems.
- Prioritize and schedule work.
- Develop, plan and schedule preventive maintenance and repair based on inspections.

## Attachment #1

- Perform general preventive maintenance and repair on facilities, grounds, and support systems to include installation and testing, carpentry, plumbing, sheet metal, electrical systems, wiring, and painting.
- Read, interpret and apply information and instructions in applicable codes, equipment maintenance agreements, warranties, and manufacturer manuals.
- Work independently and complete daily activities according to a prioritized work schedule with minimal supervision.
- Use tools and equipment, testing, diagnostic and measuring instruments properly and in a safe manner.
- Use computers and software to perform research, schedule inspections and maintenance, document work, prepare reports and conduct electronic correspondence.
- Employ strong oral, written and listening skills.
- Maintain a clean and organized work area.
- Prepare and submit clear and concise written and electronic records and reports.
- Exercise good judgment, establish and maintain cooperative working relationships with co-workers, vendors, and the public.
- Assist in transporting District vehicles and apparatus as needed.
- Instruct firefighters and staff on proper operating characteristics of various equipment as needed to prevent re-occurring damage to existing equipment, or new equipment being placed in-service.
- Performing construction of small repair or replacement projects such as cabinet and fences, and interior and exterior facility work.
- Assist in project cost specifications and estimations.
- Perform major and minor appliance repair and replacements.
- Abide by the Policies and Procedures of Marysville Fire District.
- Read and write the English language.
- Be of good moral character and temperament, conscientious habits and requires that the employee demonstrate good character through words and actions.
- Submit to a thorough employment reference check and verification of all applicable certifications.
- Submit to a thorough background check and pre-employment physical.

### **LICENSE OR CERTIFICATE REQUIREMENTS:**

- Requires a valid Washington State Driver's License and a driving record acceptable to the Department's insurance carrier.
- Must successfully pass an extensive background investigation including reference checks and pre-employment physical.
- Must have a Class-B Commercial Driver's License (CDL) with Tanker endorsement. (allowance for attainment within 6 months of hire.)

Attachment #1

The statements contained herein reflect general details as necessary to describe the functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work period, or otherwise to balance the workload.

The requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, the public or other employees.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.

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EMPLOYEE ACKNOWLEDGEMENT

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DATE

**PHYSICAL REQUIREMENTS**

How much on-the-job time is spent on the following physical activities? Check the appropriate boxes below:

Activity	Amount of time (see descriptions at bottom of page)				
	Never	Seldom	Occasional	Frequent	Constant
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job require that weight be lifted or force be exerted? Check the appropriate boxes below:

Activity	Amount of time (see descriptions at bottom of page)				
	Never	Seldom	Occasional	Frequent	Constant
<b>Lift, push, pull or carry</b>					
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job have any special vision requirements? Check all that apply:

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

Note the specific job duties that require the physical demands selected above:

- The employee occupying this position will primarily work in a shop environment under pressure and requires the ability to quickly adjust to changing priorities and demands.
- The employee is frequently required to sit and use a keyboard and perform physical labor including lifting.
- The employee may travel by various modes of private and commercial transportation within the region.
- The employees must have the ability to conduct coherent voice communication in person as well via portable radio and telephone. The employee must have the physical ability to climb ladders and stairs and work in

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	<b>F: Frequent (34%-66% of the time)</b>	<b>C: Constant (67%-100% of the time)</b>

confined spaces.

- Frequent fieldwork is required.
- Requires manual dexterity and visual acuity to operate a variety of fire department equipment.
- Requires ability to climb stairs and ladders, to be on one's feet for long periods of time, to move heavy objects weighing 50 lbs. or more.
- While performing the duties of this job, the employee is frequently required to stand; sit walk; talk and hear; use hands to operate objects, tools, or controls; and reach with hands and arms.
- Hand-eye coordination is necessary to operate drawing instruments, computers and various pieces of office equipment.

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## WORK ENVIRONMENT

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below:

Environmental Conditions	Amount of time (see descriptions at bottom of page)				
	Never	Seldom	Occasional	Frequent	Constant
Wet or humid conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

➤ How much noise is typical for the work environment of this job? Check the appropriate level below:

- Very quiet conditions (examples: forest trail, isolation booth for hearing test)
- Quiet conditions (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud noise (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud noise (examples: jack hammer work, front row at rock concert)

➤ Note the specific job duties that are affected by the environmental conditions:

- Work is performed indoors and outdoors.
- The employee has extensive contact with other employees and is routinely exposed to blood, contaminants and/or communicable diseases.
- The employee is occasionally required to work in and around structures.

QUESTIONNAIRE PREPARED BY:

Name: Steve Edin      Date: 3/21/2022  
 Title: H.R. Manager

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