

Professionally and compassionately helping people



**PUGET SOUND
REGIONAL FIRE AUTHORITY**

INTERNATIONALLY ACCREDITED FIRE AGENCY

COURIER

CAREER OPPORTUNITY

RFA GOVERNANCE

Puget Sound Fire is governed by the Regional Fire Authority Board. This Board is comprised of six voting members and three non-voting members. Three members of the Board are appointed from ranks of the Kent City Council, three from the Board of Fire Commissioners for Fire District 37, one non-voting member from the Covington City Council, one non-voting member from the SeaTac City Council, and one non-voting member from Fire District 43. The Board's responsibilities are to oversee the budget and policy decisions and to ensure the department is successful in its mission of protecting our community.

Department Overview

- 13 Fire Stations
- 3 Battalions
- 300+ full-time employees
- 25,000 emergency responses in 2017



THE DEPARTMENT

The Puget Sound RFA is a progressive, diverse, full spectrum life safety agency protecting more than 200,000 citizens. The men and women of Puget Sound Fire are proud to serve their citizens, with over 25,000 emergency responses in 2017.

Puget Sound RFA is an internationally accredited full-service, all risk fire and rescue department that provides services to the citizens of Covington, Kent, SeaTac, Maple Valley and portions of unincorporated King County. Our workforce is approximately 300 employees and an annual budget of nearly \$70 million.

Under the leadership of the Logistics Captain, the Courier will be a member of the Logistics Department. This Department serves the cities of Covington, Kent, SeaTac, Maple Valley and Renton with all their supplies, equipment and services in support of the mission of the fire department in a way that is efficient, effective and fiscally responsible to the communities served.

CORE VALUES

Be safe. Do your best. Serve with integrity. Take care of each other.

THE IDEAL CANDIDATE

- Become familiar with, follow, and actively support the Department's mission, vision, and value statements.
- Knowledge of traffic signs, signals and applicable driving safety precautions and procedures.
- Applies quality customer service principles and concepts to assist internal and external customers in a patient, courteous, and tactful manner.
- Demonstrate ability to effectively communicate and work efficiently with others collaboratively.
- Operate within the RFA's procedures and guidelines to professionally represent the department.

EXAMPLES OF DUTIES

- Performs as a member of the Logistics team and is expected to be flexible in supporting the operations of the work unit and the RFA. Additional responsibilities may include shipping, receiving, stocking and inventory, data entry, and repair and maintenance of equipment.
- Operate a Department vehicle to pick up, transport, and deliver such items as mail, supplies, freight in support of RFA operations.
- Regularly lifting and/or moving up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Travel to emergency scenes to provide support and supplies for Fire Department personnel, as directed.
- Maintain accurate records of shipments and deliveries, as required by internal Logistics processes.
- Perform routine business transactions with product vendors, such as returns, exchanges, and receipt verifications.
- Assist warehouse personnel as needed with shipping, receiving, order filling, and inventory control.

APPLICATION & SELECTION

Application deadline:
August 13th at 0800

Interviews will be scheduled for the week of August 20th.

Please apply at:

www.pugetsoundfire.org

SELECTION PROCESS:

Applicants will be reviewed for minimum qualifications.

Successful candidates will be invited to the first-round interviews.

Questions? Please contact Jennifer Zager, HR Specialist at 253-856-4309 or JZager@pugetsoundfire.org



EMPLOYMENT STANDARDS

1. High school diploma, general education degree (GED) or equivalent.
2. Three (3) years of delivery or related experience.

In place of the above requirements, the individual may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skills, and ability to perform the essential duties and responsibilities.

COMPENSATION & BENEFITS

This nonexempt position will be offered at a starting salary of \$41,850 - \$51,667 with the following benefits in addition:

- Longevity Pay
- Vacation: 96 hours annually
- Holidays: 12 paid holidays annually
- Sick Leave: an accrual of 8 hours per month of paid sick leave
- Bereavement Leave
- Health insurance: medical, dental and vision plans
- Retirement: PERS (Public Employees Retirement System).
- Deferred Compensation: PSF will contribute 3% of the employee's annual salary
- Life Insurance
- Long Term Disability
- Education Reimbursement