

**Professionally and compassionately helping people**



**PUGET SOUND  
REGIONAL FIRE AUTHORITY**

INTERNATIONALLY ACCREDITED FIRE AGENCY

# Automotive Technician

**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
- 26,000 emergency responses in 2018



## 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 26,000 emergency responses in 2018.

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 Fleet Manager, the Automotive Technician will be a member of the Fleet Division. The Fleet Division serves the cities of Covington, Kent, SeaTac, Maple Valley and Renton 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.

## APPLICATION & SELECTION

Application deadline:  
February 12th, at 8:00 a.m.

Please apply at:

[www.pugetsoundfire.org](http://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](mailto:JZager@pugetsoundfire.org)



## EMPLOYMENT STANDARDS

1. High school diploma, or equivalent, supplemented by two (2) years post high school training or trade school in the mechanical maintenance and repairs.
  2. Three (3) years' experience as a journey level mechanic with knowledge and experience with a diversified fleet of gasoline and light diesel vehicles and the use of the state of the art testing and OEM service and repair equipment.
- Valid Washington State Driver's License or ability to obtain within 30 days of employment
  - Successful completion of the RFA's Defensive Driving Course within 6 months of employment
  - The incumbent is expected to take classes and tests to achieve their ASE certifications.
  - Completion of Master ASE Automotive and Law Enforcement EVT is encouraged.
  - Must possess a tool set that will enable them to perform the job of a journey level mechanic.

## COMPENSATION & BENEFITS

The Automotive Technician is represented by Firefighters Local 1747. The annual salary range for this position is: \$62,581 - \$77,261 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
- Tool Allowance

## **THE IDEAL CANDIDATE**

- Become familiar with, follow, and actively support the Department's mission, vision, and value statements.
- 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**

May include, but not limited to the following:

- Perform journey level maintenance and mechanical repair of Ford E-Series, Internationals and other makes of aid cars with hydraulic brakes, automobiles, light diesel trucks, SUVs and other types of power driven equipment in accordance with standard and OEM repair and maintenance procedures.
- Operate aid cars, automobiles, light trucks, SUVs and other power-driven equipment during pickup and delivery and road testing of equipment.
- Inspect vehicle/equipment for repair, diagnose problem and specify repair and parts required.
- Perform job site repairs on equipment and vehicles as needed.
- Inspect driver's report of equipment malfunctions or deficiencies and determine necessary repairs, which are made in accordance with the latest standards and techniques.
- Test and inspect completed work to ensure proper performance.
- Maintain records of maintenance, test and work performed. Complete all reports and paperwork on a timely basis.
- Consult with Fleet Supervisor for scheduling of work assigned on a regular basis.
- Participate in the Workgroup's job safety program.
- Communicate with and maintain effective working relationships with supervisor, subordinates, clients, contractors, and other RFA employees.
- Clean and maintain the Vehicle Maintenance Facility by cleaning tools, equipment, floors, and work benches.
- Respond to emergency calls for assistance; travel to sites as necessary, to assist others and transport vehicles and equipment; drive and operate equipment at emergencies.
- Operate and maintain a variety of hand and power tools and diagnostic equipment.
- Maintain, troubleshoot and repair engines, transmission, drive train, electrical systems, hydraulic brake systems, steering systems, suspension systems, and HVAC systems.



## **AUTOMOTIVE TECHNICIAN JOB DESCRIPTION**

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### **GENERAL PURPOSE:**

Under the general direction of the Fleet Supervisor, perform skilled mechanical repair and maintenance work required to maintain the RFA's fleet of light vehicles. Light vehicles are considered aid cars, staff vehicles, trailers, and other motorized equipment.

Work is characterized by a substantial volume of skilled tasks in the maintenance and repair of all RFA motorized equipment including specialized machines; using electronic testing equipment, and hand and power tools as required.

Work is performed with considerable independence in accordance with specific instructions and defined procedures and schedules. Supervisor defines objectives, priorities, and deadlines; and assists employee with unusual situations, which do not have clear objectives or precedents. Employee plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Work is evaluated for technical soundness and conformity to standard practice and policy.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform journey level maintenance and mechanical repair of Ford E-Series, Internationals and other makes of aid cars with hydraulic brakes, automobiles, light diesel trucks, SUVs and other types of power driven equipment in accordance with standard and OEM repair and maintenance procedures.
- Operate aid cars, automobiles, light trucks, SUVs and other power-driven equipment during pickup and delivery and road testing of equipment.
- Inspect vehicle/equipment for repair, diagnose problem and specify repair and parts required.
- Perform job site repairs on equipment and vehicles as needed.
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- Test and inspect completed work to ensure proper performance.
- Maintain records of maintenance, test and work performed. Complete all reports and paperwork on a timely basis.
- Consult with Fleet Supervisor for scheduling of work assigned on a regular basis.
- Participate in the Workgroup's job safety program.
- Communicate with and maintain effective working relationships with supervisor, subordinates, clients, contractors, and other RFA employees.
- Clean and maintain the Vehicle Maintenance Facility by cleaning tools, equipment, floors, and work benches.
- Respond to emergency calls for assistance; travel to sites as necessary, to assist others and transport vehicles and equipment; drive and operate equipment at emergencies.
- Operate and maintain a variety of hand and power tools and diagnostic equipment.
- Maintain, troubleshoot and repair engines, transmission, drive train, electrical systems, hydraulic brake systems, steering systems, suspension systems, and HVAC systems.

**PERIPHERAL DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:*****KNOWLEDGE OF:***

- Standard practices and techniques for maintenance and repair of a large centralized fleet of aid cars, automobiles, light trucks, and SUVs.
- Principles of gasoline and diesel engines
- Hydraulic and electrical systems
- Practices, methods, and tools used in acetylene and arc welding
- New technology and service requirements
- Occupational hazards and safety precautions of a fleet repair facility
- Engine and chassis units and general repair work
- Safety requirements and specifications of various types of vehicles and equipment
- Methods, tools, equipment and materials used in the overhaul, repair and maintenance of fire department equipment and fleet vehicles
- Interpersonal skills using tact, patience and courtesy
- Correct usage of English grammar, spelling, punctuation and vocabulary
- Equipment modification and rebuild techniques
- Metal fabrication and body work
- Basic record keeping techniques
- Personal computers and its basic use

***SKILLED IN:***

- Using hand and machine tools, including but not limited to electronic testing equipment
- Analyzing, diagnosing and repairing mechanical problems
- Interpersonal communication and relations using tact, patience and courtesy
- Gaining sensitive information about accidents/damage without alienating the driver/operator

***ABILITY TO:***

- Write legibly, maintain records and complete reports
- Locate and correct mechanical defects using proper tools, parts or equipment for specific repair problems
- Repair, overhaul, maintain and operate a variety of fire department equipment and vehicles
- Maintain required certifications
- Use initiative and resourcefulness in handling repair problems
- Acquire knowledge of the operating details, procedures, specialized equipment and other characteristics of specified assignment
- Establish and maintain cooperative and effective working relationships with supervisors, co-workers, other fire department employees, and outside individuals
- Understand and carry out complex oral and written instructions
- Meet the physical demands of this position listed below
- Use shop tools and testing equipment safely and efficiently
- Perform metal fabrication, welding and body work
- Maintain accurate records

- Analyze situations accurately and adopt an effective course of action
- Maintain organized and clean work area.
- Design, fabricate, perform welding, painting, bodywork, etc. as needed.
- Attend and complete on the job training related to the use of shop equipment and shop safety procedures.

#### **EDUCATION AND EXPERIENCE REQUIRED:**

**Preferred Education:** High school diploma, or equivalent, supplemented by two (2) years post high school training or trade school in the mechanical maintenance and repairs; and

**Preferred Experience:** Three (3) years' experience as a journey level mechanic with knowledge and experience with a diversified fleet of gasoline and light diesel vehicles and the use of the state of the art testing and OEM service and repair equipment.

**Or in place of the above requirements:** The incumbent may provide relevant education and experience for consideration that would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities of the job regardless of the years of training and experience.

#### **LICENSES AND OTHER REQUIREMENTS:**

- Valid Washington State Driver's License or ability to obtain within 30 days of employment
- Successful completion of the RFA's Defensive Driving Course within 6 months of employment
- The incumbent is expected to take classes and tests to achieve their ASE certifications.
- Completion of Master ASE Automotive and Law Enforcement EVT is encouraged.
- Must possess a tool set that will enable them to perform the job of a journey level mechanic.

#### **MACHINES, TOOLS AND EQUIPMENT USED:**

Standard and specialized hand and power machines, tools, and equipment used in mechanical repair and maintenance of vehicles and equipment including, but not limited to, lathe, engine scan tools, arc welding, etc.

May use typical business office machinery and equipment used include, but are not limited to, personal computer, telephone, fax machine, copy machine, calculator.

Motorized vehicles used include, but are not limited to the fleet of automobiles, light trucks, and SUVs, breathing air compressors, and other related equipment used in or out of the field.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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

While performing the duties of this job, the employee is regularly required to use hands to handle, feel, and grasp objects. Individual must be able to reach with hands and arms in a variety of awkward positions and work in confined spaces. The employee may be required to climb, crawl, sit, stoop, crouch and must be able to lift a minimum of 50 lbs.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORKING CONDITIONS:**

Work is regularly performed in a garage-type environment and subjected to driving site to site, while repairing automobiles, light trucks, and SUV's and other maintenance equipment, and occasionally in an office environment to complete necessary repair and maintenance logs and other paperwork. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals; outside weather conditions; and vibration. The noise level in the work environment is usually loud to very loud.