

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
- 350+ full-time employees
- 28,000+ emergency responses in 2020



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.

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 350 employees and an annual budget of over \$78 million.

Under the leadership of the Warehouse & Supply Coordinator III, the Courier will be a member of the Logistics team. This team 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

Integrity, Innovation, Inclusion and Service

MISSION

To provide effective and sustainable services that meet the needs of a changing community with the resources entrusted to us.

VISION

To be a trusted resource for building safe and healthy communities

APPLICATION & SELECTION

Application deadline:
October 12th at 4:00 pm

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



EDUCATION AND EXPERIENCE REQUIRED:

MINIMUM REQUIREMENTS:

This position is an entry level position and does not have minimum requirements.

We prefer to have someone with previous delivery or related experience.

This position requires a background check, drug test and driving records.

COMPENSATION & BENEFITS

The annual salary range for this position is: \$33,414 to \$46,823 with the following benefits in addition:

- Longevity Pay
- Education Incentive Pay
- Vacation: 96 hours annually
- Holidays: 12 paid holidays annually
- Sick Leave: 120 hours annually
- 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

THE IDEAL CANDIDATE

Essential Functions:

- Operate a Department vehicle to pick up, transport, and deliver such items as mail, supplies, freight, etc. in support of RFA operations.
- Pick up, transport, and deliver firefighting and emergency medical equipment from fire stations and/or hospitals to other locations in support of Fire Department operations.
- Travel to emergency scenes to provide support and supplies for Fire Department field personnel, as directed.
- Assure correct routing of personal equipment to individual firefighters by closely monitoring daily rosters and special assignments.
- 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.
- Other duties as assigned.

Knowledge:

- Basic record-keeping techniques.
- Basic research methods.
- Quality customer service principles and practices.
- Traffic signs, signals and applicable driving safety precautions and procedures.

Skills:

- Responds and assist to a diverse assortment of inquiries and persons with professionalism and sensitivity.
- Exceptional communication skills, with the ability to express effectively and with clarity to internal and external customers.
- Analyzing situations accurately and adopting an effective course of action.
- Safely drive a vehicle in heavy traffic.