



Fort Lupton Fire Protection District

1121 Denver Avenue • Fort Lupton, Colorado 80621

Office: (303)857-4603 • Fax: (303)857-6619 • Website: www.fortluptonfire.org

Position Announcement

Maintenance/Grounds Technician

March 14, 2017 to April 7, 2017 5:00 PM MST

Description:

The Fort Lupton Fire Protection District is seeking a qualified applicant for the position of Maintenance/Grounds Technician to oversee all aspects of satisfactorily completing maintenance and repair of the District's facilities, grounds, equipment, vehicles, and apparatus. The Maintenance/Grounds Technician is expected to secure bids, develop and manage a maintenance budget, purchase items, and complete the necessary documentation for all such repairs and maintenance. The position requires a motivated individual that can work in a fast-paced environment using good judgment and self-initiative. The position reports to the Maintenance/Grounds Technician Lead. A copy of the position description is available from the District's Administrative Office.

Requirements:

High School Diploma or GED.

- Possess and/or ability to obtain a valid Colorado Driver's License with an acceptable driving record, and be insurable by District's insurance carrier.
- Satisfactorily complete a drug/alcohol test, physical examination, reference, and criminal background check prior to employment.
- Reside within one (1) hour response time (under normal driving conditions) to District Headquarters within six (6) months of hire or promotion to the position.
- Two years of documented experience in an increasingly responsible maintenance position. Experience with fire-suppression related equipment preferable, **OR** a combination of education, experience, certifications, and training that clearly demonstrates the ability to perform the essential functions of the job.
 - Must be 18 years of age or older at the time of hire.
 - Possess, or obtain within twelve months of hire, and maintain a valid First Aid and CPR card.
 - Attend ongoing training classes related to fire service equipment and apparatus.
 - Emergency Vehicle Technician (EVT) desired but not required.
 - Knowledge of diesel and gasoline engine maintenance and repairs.
 - Knowledge of fire pump maintenance and repairs.
 - Basic understanding of use of DVD, VCR, slide projectors, computers, sound systems and other audio-visual devices to present training materials.
 - Ability to read, write, speak, and understand the English language at a level adequate to perform the job.

[Apply Here](#) or go to www.fortluptonfire.org

**FORT LUPTON FIRE PROTECTION DISTRICT
1121 Denver Avenue
Fort Lupton, Colorado 80621**

POSITION DESCRIPTION

POSITION: MAINTENANCE/GROUNDS TECHNICIAN

STATUS: FULL-TIME; FLSA NON-EXEMPT

EMPLOYMENT STATUS: AT-WILL

WORK HOURS: 40 HOURS PER WEEK; OVERTIME AS NEEDED TO SATISFACTORILY PERFORM THE DUTIES OF THE POSITION

SALARY RANGE: \$38,000.00 ANNUALLY (\$18.27 PER HOUR) to \$52,000.00 ANNUALLY (\$25.00 PER HOUR)

EFFECTIVE DATE: February 2017

This Position Description is established by the Board of Directors ("Board") of the Fort Lupton Fire Protection District ("District") to outline the basic requirements, duties, and general responsibilities of the Maintenance/Grounds Technician. This position is "at-will," which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of federal and state law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

The headings in this Position Description are for reference only and shall not affect its interpretation.

Position Summary:

The Maintenance/Grounds Technician is responsible for all aspects of satisfactorily completing maintenance and repair of the District's facilities, grounds, equipment, vehicles, and apparatus. The Maintenance/Grounds Technician is expected to secure bids, develop and manage a maintenance budget, purchase items, and complete the necessary documentation for all such repairs and maintenance. The position requires a motivated individual that can work in a fast paced environment using good judgment and self initiative.

Immediate Supervisor:

The Maintenance/Grounds Technician reports directly to the Maintenance/Grounds Technician Lead.

Supervisory Responsibility:

None.

Primary Duties and Responsibilities:

The following duties are an overview of the primary duties and responsibilities of the Maintenance Technician and should not be considered an all-inclusive list.

1. Maintenance/Grounds Duties and Responsibilities
 - a. Complete special projects, as required, including non-incident related projects that will have completion deadlines and standards, including considerations of the most cost effective options for the District.
 - b. Satisfactorily complete all "Work Order" requests received by District personnel in a timely fashion and properly document all work performed in the computer within 7 days of completion.
 - c. Perform minor welding, electrical, plumbing, sprinkler system, HVAC, painting, cleaning, trash removal, or other repairs as required, including, but not limited to, regularly replacing batteries, filters, light bulbs, and ballasts.
 - d. Satisfactorily monitor and maintain the exterior and interior grounds of all District facilities in an appropriate professional looking condition. Including but not limited to remove loose trash, perform weed control, repair lighting problems, address safety issues, painting, sweeping, mopping, plumbing, HVAC, change filters, and perform associated equipment maintenance. Complete appropriate repairs to sidewalks, parking lots, and fences.
 - e. Satisfactorily perform preventative, identified, and requested maintenance and repairs of all District tools, hoses, equipment, vehicles, and apparatus. Check and repair fire service equipment, including, but not limited to, fire hoses, nozzles, air packs, tools, fire extinguishers, fans, ropes, ladders, extrication equipment, emergency medical equipment, AED, oxygen bottles, suction units, and spine boards. Maintain accurate computer records regarding the same. Properly document maintenance and repairs within 7 days of completion.
 - f. Assist Firefighters in the annual testing of all hoses, SCBA units, and apparatus pumps. Complete air sample tests from cascade systems on a quarterly basis, at a minimum.

- g. Regularly exercise valves, operate fire pumps, and wash District apparatus.
- h. Regularly review, schedule, and complete hydrostatic testing of any pressurized vessels that require such testing.
- i. Schedule, ensure completion, and properly document annual ground and aerial ladder certification.
- j. Perform fluid changes on all District apparatus as required by the manufacturer. Change all fluids annually, at a minimum. Change fluids in light duty units every 3,000 miles.
- k. Perform general landscaping duties for all District facilities and grounds operated by the District, including mowing, trimming, fertilizing, and controlling weeds.
- l. Complete snow removal at all District facilities and grounds including sidewalks, parking lots, and driveways, whenever accumulation exceeds two inches. Shovel regularly and keep free of ice all entrances, walkways, and sidewalks for access by the public, volunteers, and employees during business hours. Heavy snowfall (more than six inches) may require emergency response for snow removal to allow for the access to District apparatus. If time allows, use plow to remove snow from driveways of District employees and volunteers who live within the District.
- m. Provide emergency response for District-related maintenance and repair issues as necessary.
- n. Assist firefighters in complying with the annual hydrant maintenance and testing program.
- o. Prepare and oversee budget necessary for satisfactory performance of all repair and maintenance duties.
- p. Satisfactorily maintain records and documentation relating to District information, including computer entry in a timely fashion (within 7 days) and organization of records as required. Keep records in a central location for regular review by supervisory staff.
- q. Coordinate and provide supervision for community service workers. Document the number of hours completed by each worker and the project involved.
- r. Consistently and correctly, apply the District's rules, policies, and procedures.
- s. Effectively communicate pertinent information to supervisor in a timely fashion.

- t. Timely prepare complete and accurate District reports and other records.
- u. Place orders for budgeted equipment, as requested by the Fire Chief designee.
- v. Attend community meetings, as required.

2. Miscellaneous Duties and Responsibilities

- a. Maintain positive, effective working relationships with District volunteers and employees, supervisors, the District Board, the public, and other agencies, including police, ambulance, the Division of Fire Safety, City government, community groups, and other professional service providers.
- b. Work effectively in a team environment and use shared decision-making process.
- c. Present a professional image of the District at all times.
- d. Perform duties in a satisfactory, safe, and effective manner.
- e. Perform such other duties as may be assigned by the Fire Chief or his/her designee from time to time.

Minimum Qualifications and Certifications:

1. Education, Work Experience, and Certification Qualifications and Requirements

- a. Possess High School Diploma or G.E.D.
- b. Two years of documented experience in an increasingly responsible maintenance position. Experience with fire-suppression related equipment preferable, or a combination of education, experience, certifications, and training that clearly demonstrates the ability to perform the essential functions of the job.
- c. 18 years of age or older at the time of hire.
- d. Be able to respond to Fire District Headquarters within 60 minutes driving time (or relocate within 180 days of hire in order to meet this response requirement).
- e. Possess, or obtain within twelve months of hire, and maintain a valid First Aid and CPR card.
- f. Possess and maintain a valid Colorado Driver's License with acceptable driving record, and be insurable by District's insurance carrier.
- g. Attend ongoing training classes related to fire service equipment and apparatus.

- h. Emergency Vehicle Technician (EVT) desired but not required. Willingness to complete training courses in this field of study.
 - i. Ability to successfully pass a background check to the District's satisfaction.
2. Maintenance Knowledge and Abilities
- a. Knowledge of diesel and gasoline engine maintenance and repairs.
 - b. Knowledge of fire pump maintenance and repairs.
 - c. Basic understanding of use of DVD, VCR, slide projectors, computers, sound systems and other audio-visual devices to present training materials.
 - d. Ability to read, write, speak and understand the English language at a level adequate to perform the job

Working Environment/Physical Requirements:

This position requires work in a variety of locations and conditions, including but not limited to, the fire stations and other similar inside work areas, and outdoors in a variety of locations and conditions.

1. Working Environment

- a. The majority of work will be performed in the fire station, apparatus/maintenance bays, in other District facilities, and a variety of outdoor locations. A modest portion of work will involve sedentary, administrative work in an office environment.
- b. Work will be required outside in all weather conditions.
- c. Work may be required under hazardous and adverse conditions, including, but not limited to, slippery and uneven surfaces, proximity to moving mechanical equipment, electrical currents, high places, and confined spaces.
- d. Work may result in exposure to environmental agents, including, but not limited to, hazardous materials, gases, chemicals, fumes, odors, mists, and dusts.
- e. Work may result in exposure to high noise levels requiring hearing protection.

2. Physical Requirements

- a. Have ability to lift, move, and carry items in excess of 100 pounds (occasionally) and up to 20 pounds (frequently).

- b. Have ability to stand, walk, sit, kneel, stoop/bend, lift, squat, push, pull, crawl, jump, slide, climb, pinch, grip, dig, spray, reach overhead, reach away from body, and perform repetitive motion.
- c. Be able to talk, see in color, hear, smell, feel (identify objects by touch), and perceive depth.

Print Name: _____

Signature: _____

Date: _____

An Equal Opportunity Employer

FORT LUPTON FIRE PROTECTION DISTRICT

1121 Denver Avenue
Fort Lupton, CO 80621



(303) 857-4603 Office
(303) 857-6619 Fax

APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR: _____

INSTRUCTIONS: Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Attach additional sheets if you do not have enough room on the application form. **PLEASE PRINT or TYPE the information in the application using BLACK INK.** All information you give on this application will be held in strict confidence. **NOTE: Application will be rejected if not signed. A separate application must be completed for each position applied for.**

PERSONAL DATA

Last Name

First Name

Middle Name

Present Street Address

City

State

Zip Code

Telephone Number

Cell Phone

E-Mail

Social Security Number : _____

When are you available to begin employment? _____

Would you take a physical examination, including urine screen, if it is required for the job for which you are applying?

Yes _____ No _____

GENERAL INFORMATION

Do you have a valid driver's license? Yes _____ No _____

Driver's License Number: _____ State: _____

Current Emergency Medical Services Certification/Level: _____

Current Firefighter State Certification Level: _____

Current Hazardous Materials State Certification Level: _____

Other Current State Certifications Possessed: _____

Have you ever been convicted of, plead guilty to, or plead no contest to any law offense, or are there any charges pending against you? You may omit traffic violations which you paid a fine of \$100.00 or less and adjudications in a juvenile court. Please explain. _____

Are you now or do you expect to be engaged in any other business or employment

Yes _____ No _____ If yes, explain _____

Are you now or have you served in the military? Yes _____ No _____

Branch: _____ Status: _____ Discharge Type: _____

Dates: From: _____ To: _____

EDUCATION

| Name, address and location of school | Highest grade completed | Did you graduate? GED Certificate # |
|---|-------------------------|-------------------------------------|
| High School/GED: _____ | | |
| College or University: _____ Major: _____ Degree: _____ | | |
| College or University: _____ Major: _____ Degree: _____ | | |

| Additional Educational/Vocational/Technical Training | Courses | Completed |
|--|---------|-----------|
| School: _____ | | |
| School: _____ | | |
| School: _____ | | |

WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for **all** periods of time including military service, volunteer service, and any periods of unemployment. If self-employed, give firm name and supply business references. Describe the positions you held to give a clear picture of the duties you have performed. Part of the evaluation of your application may be based on your work history. If you worked in any position under another name, please give name(s).

Please give month and year for dates of employment.

1. Employer: _____ **Telephone Number:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Position/Title: _____

Dates Employed: Start: _____ **End:** _____

Supervisor: _____

Starting Salary: _____/month **Ending Salary:** _____/month

Duties: _____

Reason for Leaving: _____

2. Employer: _____ **Telephone Number:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Position/Title: _____

Dates Employed: Start: _____ **End:** _____

Supervisor: _____

Starting Salary: _____/month **Ending Salary:** _____/month

Duties: _____

Reason for Leaving: _____

3. Employer: _____ **Telephone Number:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Position/Title: _____

Dates Employed: Start: _____ **End:** _____

Supervisor: _____

Starting Salary: _____/month **Ending Salary:** _____/month

Duties: _____

Reason for Leaving: _____

4. Employer: _____ **Telephone Number:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Position/Title: _____

Dates Employed: Start: _____ **End:** _____

Supervisor: _____

Starting Salary: _____/month **Ending Salary:** _____/month

Duties: _____

Reason for Leaving: _____

5. Employer: _____ **Telephone Number:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Position/Title: _____

Dates Employed: Start: _____ **End:** _____

Supervisor: _____

Starting Salary: _____/month **Ending Salary:** _____/month

Duties: _____

Reason for Leaving: _____

6. Employer: _____ **Telephone Number:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Position/Title: _____

Dates Employed: Start: _____ **End:** _____

Supervisor: _____

Starting Salary: _____/month **Ending Salary:** _____/month

Duties: _____

Reason for Leaving: _____

7. Employer: _____ **Telephone Number:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Position/Title: _____

Dates Employed: Start: _____ **End:** _____

Supervisor: _____

Starting Salary: _____/month **Ending Salary:** _____/month

Duties: _____

Reason for Leaving: _____

8. Employer: _____ **Telephone Number:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Position/Title: _____

Dates Employed: Start: _____ **End:** _____

Supervisor: _____

Starting Salary: _____/month **Ending Salary:** _____/month

Duties: _____

Reason for Leaving: _____

9. Employer: _____ **Telephone Number:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Position/Title: _____

Dates Employed: Start: _____ **End:** _____

Supervisor: _____

Starting Salary: _____/month **Ending Salary:** _____/month

Duties: _____

Reason for Leaving: _____

10. Employer: _____ **Telephone Number:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Position/Title: _____

Dates Employed: Start: _____ **End:** _____

Supervisor: _____

Starting Salary: _____/month **Ending Salary:** _____/month

Duties: _____

Reason for Leaving: _____

REFERENCES

Give three references, not relatives or former employers.

| Name | Address | Phone | Occupation |
|------|---------|-------|------------|
| | | | |
| | | | |
| | | | |

ADDITIONAL INFORMATION:

(Indicate any other factors that make you particularly suited to the position applied for that may be helpful to us in considering your application.)

I certify the information in this application and attachments are true and complete to the best of my knowledge. I am aware that any falsification, misrepresentation or omission may result in my disqualification for employment or discharge from employment. I consent to the release of information by employers, schools, law enforcement agencies, and other authorized personnel to verify the information contained in this application. I also authorize the hiring agency to obtain information of any past criminal activities, driving history/violations, workmen’s compensation claims, and sex offender registration, through a thorough background investigation. I hereby waive my rights to claims or damages against any employer, police agency and the hiring agency, its officers, agents and employees, in regard to this exchange of information concerning my past history and employment.

Signature _____ Date _____