



FOOTHILLS FIRE PROTECTION DISTRICT

28812 RAINBOW HILL ROAD, EVERGREEN, CO. 804039

Fulltime Position - Fleet Mechanic/Facilities Manager/Firefighter OR Parttime Position – Fleet Mechanic/Facilities Manager

DATE OPENED	May 5 th , 2025, at 0800 MTN
FILING DEADLINE	May 26 th , 2025, at 1700 MTN
SALARY	FLSA; Exempt Full Time \$75,000-\$80,000/year plus benefits Part Time – \$60,000-\$65,000/year no benefits, no firefighter duties
WORK LOCATION	28812 Rainbow Hill Road, Evergreen, CO 80439

INTRODUCTION

Foothills Fire Protection District was formed on January 1, 1997, when 3 independent volunteer fire districts came together for the benefit of the community. Those fire districts included Mount Vernon Fire Protection District, Idledale Fire Protection District, and Lookout Mountain Fire Protection District. Our mission is to protect life and property in the community in which we live, with integrity, pride, and professionalism.

Today FFPD is an ISO Class 3 combination fire department. Our staff includes 4 full-time career employees and 30 dedicated volunteer firefighters that are certified to the level of FF I, EMR, and Haz Mat Ops at minimum. We are an all-hazards department that protects a 25 square mile district with 4 fire stations that house 21 different emergency apparatus. Our fleet includes SUVs, pick-up trucks, light rescues, wildland trucks, fire engines, and heavy tenders. For more information, please visit www.FoothillsFire.org.

DESCRIPTION

This position offers two tracks of employment:

1. Full-Time Fleet Mechanic/Facilities Manager/Firefighter (with benefits)
2. Part-Time Fleet Mechanic/Facilities Manager (no benefits, no firefighter duties)

The Fleet Mechanic/Facilities Manager employee oversees two areas of our Fire Department. Under the Fleet Mechanic side, this employee plans, organizes, and manages the operation of the Fire Department's fleet services. Under general direction from the Fire Chief, this includes the following examples of duties. (The following is used as a partial description and is not restrictive as to duties required.)

- Prioritizes, schedules, and performs timely maintenance and repairs on fleet of fire vehicles, equipment, and apparatus to ensure a state of readiness for emergency response.
- Locates and purchases parts, supplies and equipment necessary to perform repairs and modifications.
- Contracts with outside vendors to perform repairs that are outside the scope or available time of the fire department fleet.
- Identifies and maintains an inventory of parts, supplies, tools, and equipment necessary to perform repairs.

- Responds to large emergency events to oversee apparatus operations, including evaluation and repair apparatus and equipment as needed.
- Develops apparatus maintenance and repair programs.
- Ensures all maintenance records are completed and filed.
- Assists in purchasing of fire apparatus and equipment.
- Assists in the preparation of the Fleet Maintenance budget.

The Facilities Manager performs a wide variety of general construction, maintenance, and repairs of buildings and facilities, for upkeep, and preservation. Under general direction from the Fire Chief, this includes the following examples of duties. (The following is used as a partial description and is not restrictive as to duties required.)

- Maintains and repairs small equip as needed.
- Appropriately assesses and reports maintenance issues and priorities when the work needs to be completed. Detects and reports defective or destroyed materials, items that need maintenance or repairing, or questionable conditions to the Fire Chief.
- Researches tools and equipment needs and gathers price quotes for parts and equipment.
- Monitors work performed by contractors.
- Maintains personal workspace and equipment in a clean and orderly condition.
- Performs basic maintenance such as changing filters, replacing light bulbs, unclogging toilets, replacing switches and electrical outlets, repairing floors and walls, painting, and exterior maintenance.
- Completes and submits reports, work orders, and supply requests accurately and timely.
- Work independently without supervision in the normal course of duties.
- Provides assistance to outside vendors and contractors.
- Assists in completing unexpected and or urgent protects requested by department division staff or management
- Assists building maintenance staff with custodial duties and special set up and tear down as assigned

The Firefighter role includes but is not limited to

- Responding to Fire, EMS, rescue, and all-hazard emergencies.
- Operate fire apparatus and equipment safely and effectively.
- Perform fire suppression, search and rescue, and emergency medical care (EMR or higher).
- Assist in wildland firefighting, mitigation, and support operations.
- Participate in training, drills, and continuing education to maintain operational readiness.
- Maintain equipment, apparatus, and station facilities.
- Engage in public education, fire prevention, and community outreach.
- Follow departmental safety procedures and operational guidelines.

MINIMUM AND PREFERRED QUALIFICATIONS

- A valid driver s license is required at the time of appointment.
- High school diploma or equivalent.
- Must show strong experience in preventative maintenance.
- Mechanical work to include knowledge of heavy truck repair or equivalent training by an accredited college preferred.
- Valid EVT and/or ASE certificates or obtained through training.
- EVOC (Emergency Vehicle Operator Course) certificate or obtained through training.
- Must be able to lift 75 pounds safely.
- Must be able to climb ladders and work from scaffolds.
- Must be able to work outside in all types of weather conditions.
- IFSAC or ProBoard Firefighter I, Hazmat Operations and EMR or higher level of medical certification or willingness to obtain through in house training.

An EO/ADA Employer

A combination of equivalent experience and education will be considered.

Is subject to emergency call while off duty.

KNOWLEDGE AND SKILLS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the “Examples of Duties” section of this specification.

Knowledge of:

- Current methods, tools and equipment used in the maintenance of automobiles and fire apparatus.
- Principles of gas and diesel engines, diagnostic equipment, and hydraulics.
- Fire equipment and apparatus.
- Basic OSHA safety rules and procedures.
- Techniques and materials for maintaining and repairing buildings.
- Common tools, equipment, and methods of basic drywall, electrical, plumbing, and woodworking.

Ability to:

- Plan, organize, and complete tasks in a timely manner with little supervision.
- Plan and make recommendations on shop’s operation and budget.
- Make accurate estimates of repair costs and time.
- Prepare reports.
- Read simple plans.
- Perform semi-skilled work in a wide variety of maintenance and construction trades.
- Perform moderate to heavy physical labor for extended periods.
- Safely operate a variety of hand and power tools, including portable power equipment and more complex tools.
- Provide excellent customer service.
- Respond promptly to call-backs.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain accurate record keeping and documentation.
- Communicate effectively both orally and in writing.
- Work independently.
- Repair and maintain tools and equipment.
- Manage fleet budget.
- Use computer applications (i.e., MS Word, Excel) related to the work.
- Establish and maintain cooperative working relations with employees and the public.

BENEFITS (FULLTIME POSITION)

Foothills Fire Protection District offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. These benefits include but are not limited to*:

For your Health & Well-Being:

Medical – PPO Plans
Dental Plans
Vision Plans
Basic Life Insurance
Supplemental Life Insurance
Short-Term Disability Insurance
Long-Term Disability Insurance
Voluntary Benefits
Employee Assistance Program

For your Work/Life Balance:

11 paid holidays
Floating Holidays
Vacation and sick leave accrual
Employee Wellness Program (Local Gym Membership)
Peer Support Team Program
Work Cell Phone Provided

For your Financial Future:

Retirement Plan - (Defined Benefit Pension Plan through FPPA)

*Eligibility is determined by Foothills Fire Protection District. This provides a brief summary of the benefits offered and can be subject to change.

SELECTION PLAN

Recruitment Bulletin Release

Cover letters and resumes are being accepted via email only through May 26th **at 5pm**. All applications received after this time will not be accepted. Those correctly received will be notified via email. **Please note which position you are applying for in your cover letter.**

Review for Minimum Qualifications

During this time, your application will be reviewed to ensure that you meet the minimum qualifications as stated above. If you fail to meet the minimum qualifications, you will be notified via email.

Interview Dates Week of

Candidates meeting the minimum requirements will be scheduled for a panel interview. If needed individual interviews will be scheduled after the panel interviews for final consideration.

Special Note:

This position was previously held by an individual that also met the minimum standards for firefighting. Candidates that possess these qualifications are highly encouraged to share this information. This will be taken into consideration by the interview committee and will be granted preference points.

Submit all cover letters and resumes to Chief **RodCameron@FoothillsFire.org**.

Please direct any questions to Chief **Rod Cameron** at 303-526-0707 during normal business hours.