

# North Tahoe Fire Protection District

A Career Opportunity

## **Facilities Coordinator** **(Final Filing Date 12/17/2021)**



North Tahoe Fire Protection District, located on the north and west shores of Lake Tahoe, is seeking highly motivated, experienced, and visionary professionals to serve in the position of Facilities Coordinator.

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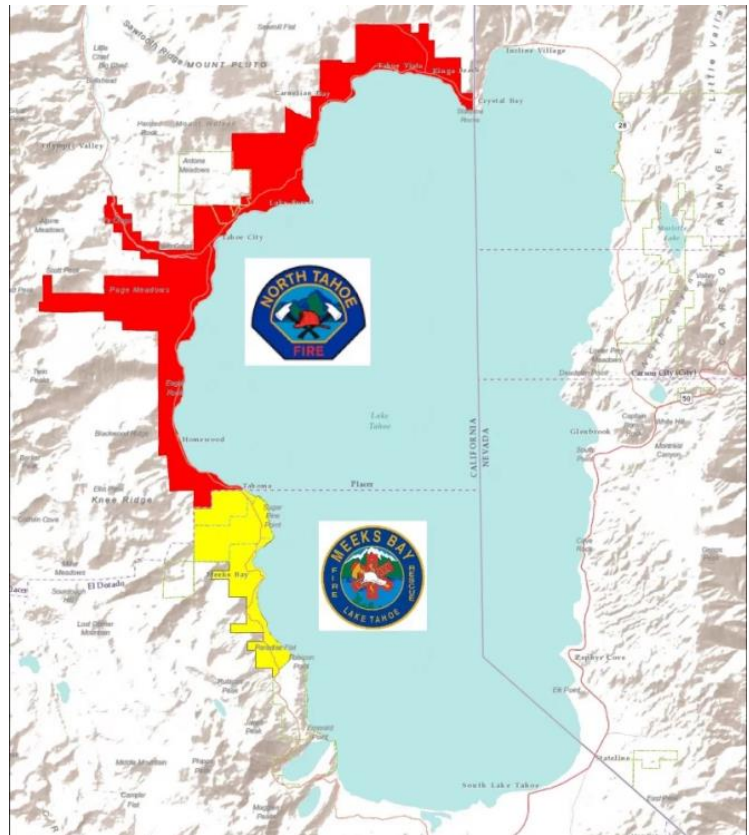
***"Serving the fire and life safety needs of our community"***

# About the District

North Tahoe Fire Protection District was formed in 1993, following the consolidation of the Tahoe City Fire Protection District (Tahoe City, CA) and the North Tahoe Fire Protection District (Kings Beach, CA).

Currently, the district's 65 personnel support our mission: *The North Tahoe Fire Protection District provides the highest possible level of fire and life safety, rescue and emergency medical service, fire prevention and public education to the citizens and visitors of the communities we serve.* Our communities are situated on 32 square miles on the north and west shores of Lake Tahoe.

This map helps illustrate the size of the district. North Tahoe district boundaries are in the red and Meeks Bay is in the yellow.



North Tahoe Fire Protection District has six fire stations within the district, located in Alpine Meadows, Tahoe City, Homewood, Dollar Hill, Carnelian Bay and Kings Beach, and through an agreement with Meeks Bay Fire Protection District, two additional stations located in Meeks Bay and Tahoma. These stations are staffed by 51 uniformed personnel for nearly 15,000 people within the area we serve.

The varied demographics of the district provide opportunity for its personnel to respond to emergencies in rural, suburban, and urban settings. The wide diversity of emergency incidents requires firefighters to be proficient in wildland fire fighting, structural firefighting, back country/technical rescue, swift water rescue, hazardous materials mitigation, and emergency medical services.

# About The Positions



The North Tahoe Fire Protection District is currently accepting applications for a current job opening from qualified individuals for the position of Facilities Coordinator.

The Facilities Coordinator is an at-will, salary, non-safety member of the Department, receiving direction from the Fire Marshal or designee. Under the general direction of the Fire Marshal, the Facilities Coordinator will be responsible for ensuring efficient operations of District Facilities and coordinating vendors, organizations, service providers, and regulatory agencies for the operation and maintenance of District-owned facilities, in accordance with various local, state, and federal requirements. The Facilities Coordinator will be primarily responsible for project management, maintenance, repair, and oversight of contract providers. The Facilities Coordinator will be required to assist with budget preparation and administration as applicable to facilities.

Under the direct supervision of the Fire Marshal, the Facilities Coordinator:

- Supervise and manage facility maintenance and repair programs.
- Maintenance and repair activities related to painting, carpentry, general mechanical systems, metal fabrication, and plumbing. Successful applicants will understand complex HVAC systems, air conditioning, refrigeration, heating, fire detection and suppression systems, environmental control systems, and landscaping.
- Possess a mechanical aptitude, adapt to changing work priorities, communicate and interact positively with district employees and administrative staff, meet deadlines develop schedules, set priorities.
- Perform carpentry work in the construction, alteration, repair, and maintenance of district buildings. Clean and prepare interior and exterior surfaces to be painted. Install and make repairs to, or replace electrical systems including building wiring, switches, outlets, etc. and make other electrical repairs. Install, maintain, and repair various lighting systems, maintain and repair various alarm systems including fire detection, and security systems.
- Operate, maintain, and perform maintenance to building automation systems including but not limited to access control systems, climate control systems, and other essential and vital building systems.
- Perform installations, maintenance, and regular repairs to district facilities, responsible for project scheduling, vendor and service provider coordination and accountability.

- Adjust, clean, and make repairs to equipment used by district staff for cleaning purposes. Install, repair, maintain and replace various locks and locking systems, including mechanical, electronic, and keyed locking systems. Install and maintain various district signs.
- Repair various items, systems, and components (e.g., broken windows, roofs, building structures, floors, handrails, stairs, lighting systems for the purpose of ensuring items are in a safe and working condition at all times.
- Make repairs and adjustments to plumbing equipment such as replacing or cleaning drains, replacing washers and gaskets, repairing, or replacing faucets and valves, cleaning, and flushing sewer lines, install, maintain, and repair various piping and sprinklers used in fire suppression and landscape maintenance systems.
- Prepare and maintain reports, records of repairs, activities, project lists, and timekeeping records as required.
- Participate in budget preparation and administration.
- Build and maintain positive and cooperative working relationships with district staff, contractors, service providers and supervisors.
- Determines needs for and procures essential contractor/outside service provider bids for construction, remodel, and repair/maintenance projects for district facilities.
- Visit all district facilities on a regular and on-going basis to perform routine facility walk throughs and inspections to observe various building systems, conditions, assess repair needs and prioritize, plan, and schedule required repairs.
- Develop preventative maintenance programs.
- Provide and transport own tools necessary to perform all basic maintenance duties described in this job specification at various job sites throughout the District as necessary.

## Compensation and Benefits

All salaries and benefits are per current Memorandum of Understanding (MOU):

<b>Typical pay and benefits for Facilities Coordinator, effective July 2021</b>	
<b>Benefits</b>	<b>Amount</b>
Annual Base Pay	\$71,926.40 - \$85,009.60
Annual Uniform Allowance	\$750.00
*Medical Insurance premiums	Single - \$9588 / Family - \$26,676
*Dental Insurance premiums	Single - \$592 / Family - \$1,852
*Vision Insurance premiums	Single - \$92 / Family - \$256
*100% of Medical, Dental and Vision premiums paid for employee and all dependents	
<b>All rates and details subject to Current MOU, and District Rules and Regulations</b>	

### **Additional Benefits:**

- Public Employees Retirement System – retirement benefits dependent on employment tier and if candidate is considered a “Classic CalPERS member”
- District paid medical, dental, and vision insurance for employee and family.
- Retiree health reimbursement plan (up to 100% coverage upon retirement for employee and family, dependent on length of service).
- District paid life and long-term disability insurance.
- District paid life and long-term disability insurance.
- Vacation accrual (80-240 hours annually)
- Holidays (14 holidays annually)
- Sick leave (12 days annually)
- Longevity increases: 5% increase after initial 10 years of service with the District and a percentage increase every 5 years thereafter for a maximum 21.55%

## Minimum Requirements

- Minimum of 18 years of age
- Current California Class C driver’s license or equivalent
- High school diploma or equivalent \*
- Current CPR certification to the Health Care Provider level (Must have within 90 days of employment)

**\* Must be provided with application**

## Preferred and Desired Qualifications

- Bachelor's degree in construction management or facilities maintenance, mechanical aptitude \*
- Valid California State Contractor's license \*
- Certificate in building and/or facilities management \*
- Two or more years of training and/or experience in general building maintenance and repair, HVAC, fleet services, automotive mechanics, and heavy equipment operations or equivalent

**\*Please provide with application, under supplemental attachment, if applicable**

## Application Procedure/Open Until Filled

Interested candidates should complete the online District application linked below using the Neogov.com website. With the online application, attach a completed letter of interest, resume, and copies of all required and applicable certifications.

Neogov District Application - <https://www.governmentjobs.com/careers/ntfire>

All required material must be submitted prior to noon, December 17, 2021. Mailed, in-person, or faxed applications will not be accepted.

## The Examination and Selection Process

Selection procedure will include an application review, written examination, assessment center, oral interview, and Chief's interview.

The examination process will be designed to evaluate knowledge, skills, and abilities consistent with the Facilities Coordinator position.

The application review will tentatively occur the week of December 13, 2021. The written examination, assessment center, and oral interview will tentatively occur the week of December 20, 2021. Chief's interview date(s) are to be determined.

Applicants who are offered employment are subject to a Live Scan, background investigation, and a drug/alcohol screening. Employment is contingent upon passing the Live Scan, background investigation, and the drug/alcohol screening.

## Additional Information

**Schedule:** This position requires a minimum of 40 hours per week.

**Probation:** This position has a probationary period of one year.

### **North Tahoe Fire Protection District is an Equal Opportunity Employer**

The provisions of this pamphlet do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

