

MUNICIPAL MAINTENANCE & FIRE SUPPORT PERSON**DEFINITION**

This work is of a technical nature performed within the District of Metchosin. Incumbents will perform maintenance and mechanical duties for assigned buildings and related facilities, furnishings, vehicles and equipment; along with other duties related to firefighting and medical skills as deemed necessary.

ESSENTIAL JOB FUNCTIONS

- Performs routine vehicle maintenance, such as servicing, fueling, washing, and checking fluid levels on municipal and fire department vehicles. Performs minor vehicle repairs as required.
- Performs grounds maintenance duties on municipal buildings and property as directed.
- Utilizes a variety of tools and equipment as required for the task; such as cutting tools, vices and power equipment.
- Performs regular service checks, truck checks and minor repairs to tools and equipment as needed.
- Maintains accurate records related to service interval checks, equipment maintenance and repair activities and replenishing supplies as needed.
- Processes permits and assists with enforcement and education of the fire bylaw.
- Assists with fire inspections and investigation as directed.
- May perform other related duties and special projects as assigned.

QUALIFICATIONS

- Shall reside within a reasonable response catchment area of the fire department (10km / 10 min) and be an active member in good standing with the Metchosin Volunteer Firefighter Society.
- General understanding of the Building Code, Fire Services Act and NFPA Codes
- Knowledge and experience in current fire suppression principles, methods, techniques, and practices.
- Thorough working knowledge of the operation, maintenance and servicing of firefighting apparatus, tools, pumps and equipment.
- Thorough knowledge of safety procedures, precautions, regulations and inspection routines associated with firefighting activities.
- Ability to maintain detailed records of all servicing, maintenance and repairs carried out on firefighting equipment.
- Ability to carry out a wide variety of maintenance, construction and administrative tasks as required.
- Must have effective oral and written communication skills.
- Must have a working knowledge of MS Word, Excel, PPT and be able to communicate using email and other computer technologies.

REQUIRED EXPERIENCE

- High school graduation or equivalent combined with a minimum of five (5) years formal training and experience as a firefighter in a volunteer or career fire department.
- Considerable experience in the maintenance, servicing and repair of various type vehicles, tools and equipment.

REQUIRED TRAINING

- Certified Professional Firefighter Standards (NFPA 1001 Level II)
- Certified Emergency Vehicle Operator (NFPA 1002)
- Valid BC Driver's License Class 5 with Air Endorsement (*Class 3 Preferred*)
- Level III certification un the First Responder Program/EMA