

SOUTH WALTON FIRE DISTRICT

911 North County Highway 393, Santa Rosa Beach, Florida 32459

"Prompt, Competent, Caring Response in Time of Need"



Ryan H. Crawford
Fire Chief / Administrator

SOUTH WALTON FIRE DISTRICT Facilities Maintenance Technician

Great Pay & Benefits

\$24.00 - \$25.68 Per Hour

Employee paid health & life insurance, Paid Time Off including Sick & Holiday Retirement Plan Options

Apply Now – Deadline October 22, 2021

The South Walton Fire District is currently seeking applicants for the position of Facilities Maintenance Technician. This position is responsible for the performance of skilled work in general maintenance and repair of the Fire District's fire stations and other facilities. Work involves duties which require the application of basic carpentry, painting, plumbing, roofing, and electrical skills. Primary duties include determining the need for maintenance and repair of heating and air conditioning systems, replacing, and repairing plumbing and electrical fixtures, repairing carpet and tile and other general maintenance. The Facilities Maintenance Technician works under the administrative direction of the SWFD Support Services Chief and is responsible for the successful operation and coordination of maintenance of all Fire District Facilities and building systems ensuring they are in a constant state of readiness to serve the community.

This position is an at-will, nonexempt employee, who will normally work a 40-hour, Monday – Friday schedule, but will be expected to vary hours to fit the needs of the District. Required to wear District uniform and civilian clothes, as appropriate.

Major Duties:

- Maintains District facilities in a safe and secure manner and in a constant state of readiness to serve the community.
- Schedules and/or conducts preventative maintenance of building systems, appliances, and furniture.
- Assesses breakdown of building systems and makes repairs or determines correct vendor to provide needed repairs and/or replacements.
- Makes repairs, installations, or modifications to buildings or grounds that do not require a license or permit.
- Supervises onsite vendors and ensures the highest quality of service to the District when facility construction, repairs, or modifications are occurring.
- Coordinates or performs minor remodeling work on all facilities as needed.
- Available to periodically respond to the needs of the District outside of normal work hours when emergent repairs may be needed.
- Performs other related duties as assigned.

Page 1 of 3

Leadership . Teamwork . Integrity . Community Service

- During occasions of local emergencies this position may be required to report to perform emergency tasks, which may result in extended work hours as well as extended periods of time away from family members.

Knowledge Required for the Position:

- Possess a positive and professional customer service philosophy.
- Experience in carpentry, plumbing, household appliance repair, and/or electrical skills is strongly preferred.
- Knowledge of general facility maintenance.
- Knowledge of general construction principals.
- Knowledge of general mechanical aptitude.
- Ability to analyze, troubleshoot, and repair District facilities, building systems, and equipment that does not require a license or permit to accomplish.
- Ability to function and develop solutions while being budget conscious.
- Ability to communicate effectively both verbally and in written form with technical accuracy in English.
- Ability to use or learn Microsoft Word, Excel, and Outlook.
- Ability to keep and maintain records and reports.
- Ability to work well independently and under limited supervision.
- Ability to establish and maintain cooperative relationships with fellow employees and the public.

Supervisory Controls:

The position of Facilities Maintenance Technician reports directly to the Assistant Chief of Support Services.

Physical Demands:

The work is typically performed while standing, walking, bending, crouching, reaching overhead, and stooping. The employee must frequently lift light and heavy objects, climb ladders, use tools and equipment requiring a high degree of dexterity.

Work Environment:

The work is typically performed at fire stations or other District facilities. The employee will work both inside and outside and may be exposed to inclement weather and outdoor conditions, and hazardous situations and materials that may require the use of protective equipment.

NOTE: Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability.

Supervisory and Management Responsibility:

This position is a non-supervisory position with no direct personnel supervision.

Minimum Qualifications:

- Must be a high school graduate or possess an acceptable equivalency diploma.
- Must possess and maintain a valid Florida driver's license and any other endorsements necessary to legally operate vehicles used while assigned to the position.
- Two (2) years previous experience and/or training involving general building maintenance, grounds maintenance, utilities maintenance, or any equivalent combination of education training and expertise which provides the requisite knowledge, skills, and abilities for this job
- Must possess or obtain American Heart Association CPR certification within twelve (12) months of appointment (training will be provided by the District)
- Any equivalent combination of education and experience which demonstrates possession of the required minimum qualifications as may be determined by the Fire Chief.
- Must be a non-smoking/non-tobacco using person, both on and off the job, at the time of employment and maintain same non-smoking and non-use throughout the term of employment.
- Must successfully pass the Fire District's drug screen and background check requirements as a condition of employment.

How to Apply: Applications/Resumes may be submitted by mail, fax or email to the following no later than Friday, October 22, 2021.

South Walton Fire District
911 N. County Highway 393
Santa Rosa Beach, FL 32459
850-267-1298 (Office)
850-267-3294 (fax)
career@swfd.org
www.swfd.org

Online Application:

https://www.swfd.org/SWFD/media/data/pdf/Admin_-_Application.pdf

The South Walton Fire District (SWFD) is a professional fire/rescue agency located in Walton County Florida. SWFD maintains 5 fire stations, a communications center and provides beach safety services for the South Walton Beaches. SWFD is responsible for Fire Protection, Emergency Medical Services Transport, Lifeguards, Hazard Mitigation, Public Fire/Life Safety Education and Prevention as well as 911 Communication Services for an area of 84 square miles and serves a population ranging from 40,000 to over 150,000 during the tourist season.