



North County Regional Fire Authority

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FACILITIES & MAINTENANCE TECHNICIAN

Application Deadline March 12, 2026

North County Regional Fire Authority is seeking a **Facilities & Maintenance Technician** to join our Administration team in support of our public safety mission. In this role you will be one of two technicians performing assigned to a wide range of basic repair and maintenance work supporting the operational readiness of agency facilities and grounds and to preserve the value and appearance of the agency's capital assets. Incumbents complete most work assignments independently, and on occasion may be assigned tasks to be completed as a team, members of which could include facilities or fleet coworkers, other agency personnel, and/or external contractors. This position is also responsible for performing basic diagnostic, repair, and preventative maintenance work supporting fleet operations when assigned.

We are looking for someone who brings a wide range of facilities maintenance and repair experience, including plumbing, HVAC and other building systems, construction and finish work, electrical and lighting, and similar experience. In addition to facilities maintenance and repair, the selected team member will address grounds and external facility needs, operate a variety of hand and power tools, and will be assigned periodically to assist fleet mechanics in basic maintenance and repair of agency vehicles and fire operations tools and equipment.

The selected individual must be able to work independently, maintain records and documentation, communicate effectively with facilities and fleet team members, other agency personnel, and contractors. We seek an individual who takes pride in their work and services to the agency, is collaborative and shows a service-driven approach.

Please review the complete job description included with this position announcement for the full minimum requirements and the essential functions of the position.

SUMMARY OF MINIMUM QUALIFICATIONS

- High school diploma or GED; in lieu of these, must demonstrate sufficient competency to perform job duties (reading installation manuals in English, computing using shop mathematics, etc.).
- Three (3) years' experience performing basic facility or building maintenance and repair work.

NOTE: In lieu of formal experience, NCRFA may substitute an equivalent combination of relevant training, education, and/or experience deemed sufficient to provide the required knowledge, skills, and abilities.

PAY

The Facilities & Maintenance Technician full pay range (shown as annual salary) is:

Minimum \$80,829 (Pay Step 1) to Maximum \$ 104,560 (Pay Step 14).

Hiring Rate: *The selected candidate is anticipated to start at Pay Step 1; however, the starting Pay Step within the salary range is based on their qualifying education, training, and prior experience in a comparable position.*

BENEFITS

We are proud to offer a competitive and comprehensive benefits package, including:

- **Medical, Dental, & Vision Insurance** – 100% employer-paid coverage for employees and 90% coverage for eligible dependents
- **Washington State Public Employees Retirement Plan (PERS)** – Pension plan with an option to choose either PERS 2 or PERS 3
- **Deferred Compensation (457(b) Plan)** – Employer contribution equal to 5% of your base salary; employee may also contribute their pay, either pre-tax or Roth (post-tax)
- **HRA VEBA Benefits** – Employer contribution of \$334 per month
- **Employer-Paid Insurance** – Life and Accidental Death & Dismemberment (AD&D) insurance
- **Generous Leave Accruals**
 - Vacation: Starting at 8 hours per month, to a maximum of 20 hours per month at 96+ months
 - Sick Leave: 8 hours per month
- **Holidays** - 11 Paid Holidays plus 1 Paid Personal Holiday
- **Additional Supplemental Benefits** – Available at Employee cost

APPLICATION DEADLINE

This position announcement closes on Friday, March 12. Interviews will be held the week of March 16, 2026. To be considered please submit completed [application](#) (available at NCRFA.com), to Jobs@ncrfa.com no later than **March 12, 2026**.

NCRFA values a welcoming and inclusive workforce and will not discriminate in hiring or employment because of race, color, creed, religion, gender, sex or sexual orientation, age, marital status, family status or plans, disability, veteran status, or any other category protected by law.

Requesting a reasonable accommodation to participate in the application process, selection process, or while employed by NCRFA may be initiated by contacting the Human Resources department at HR@ncrfa.com or 360-629-2184.

The statements contained in this position announcement and the job description reflect the general functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals must perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. This position description is not an implied or actual contract or promise of continued employment, and individuals who hold this position are At-Will employees. This position description is subject to modification in accordance with the needs of NCRFA.



Position Title	Facilities & Maintenance Technician	
Reports To:	Assistant Chief - Support Services & Logistics	
FLSA Status:	Non-Exempt	
Division/Affiliation:	Administration – Support Services	
Effective Date:	(Proposed) Revised: 03/11/2026	Established: 03/22/2023

Position Purpose

The Facilities Maintenance Technician performs a wide range of basic repair and maintenance work supporting the operational readiness of agency facilities and grounds and to preserve the value and appearance of the agency's capital assets. Incumbents complete the majority of work assignments independently, and on occasion may be assigned tasks to be completed as a team, members of which could include facilities or fleet coworkers, other agency personnel, and/or external contractors. This position is also responsible for performing basic diagnostic, repair, and preventative maintenance work supporting fleet operations when assigned.

Specific Duties, Responsibilities, and Accountabilities

The essential duties and responsibilities may include, but are not limited to, the following:

Facilities and Grounds - Repair and Preventative Maintenance

- Perform routine basic maintenance and repairs on existing building systems, including HVAC, plumbing, electrical, lighting, and related infrastructure.
- Maintain accurate records of all preventative maintenance tasks for each facility using NCRFA-prescribed documentation methods, (e.g., HVAC filter cleaning/replacement), and develop a schedule for the planned periodic maintenance to be performed (e.g., filter replacement and inspection/servicing of identified components).
- Conduct carpentry work as assigned, including basic and semi-skilled work in framing, rough and finish work, repairs, and basic fabrication related to existing facilities.
- Repair and maintain facilities in a safe condition for agency personnel and public use, including walls, flooring, doors, windows, fixtures, sidewalks, fencing, exterior building components, and related.
- Assist fire department station personnel with maintaining grounds and exterior areas, including minor repairs, cleanup, and seasonal support of grounds as assigned.
- Assist with facility and grounds set-up and breakdown for meetings, events, training, and similar needs as may be assigned.
- Coordinate with contractors and third-party technicians for specialized repairs, inspections, or projects as assigned, including preparing contractor work area before commencement of work (e.g., staging for equipment installations, etc.).
- Maintain clean, professional work site locations, including adequate clean-up for the duration of the project necessary to enable continued use of facilities (where feasible), and ensure restoration of the worksite to professional-level working conditions after completion of maintenance or repair work.

- Perform assignments within the applicable safety regulations, building codes, agency policies, and/or warranty requirements, escalating potential compliance matters for determination and direction.
- Conduct regular, structured inspections of facilities and grounds on an established schedule/rotation to identify issues early, prevent more costly repairs due to neglect, identify safety concerns, and identify code compliance deficiencies; escalate issues identified during inspections to the facilities task assignment list for prioritization; maintain standardized tracking of inspections conducted within the agency-designated process.
- Maintain accurate records of all work performed, identifying the source of the task (identified during inspection, maintenance request, emergency request, warranty request, etc.), repair(s) or maintenance work performed, and other relevant data necessary for agency record keeping (to comply with WAC or RCW, to demonstrate required maintenance for continued warranty coverage, etc.).

Fleet and Mechanical Support – As Assigned

- Complete preventive maintenance and repairs on agency passenger vehicles and other agency equipment, such as oil changes, tire rotations, brake inspections, and fluid checks.
- Conduct basic diagnostics on engines, braking systems, electrical systems, and drivetrains.
- Inspect vehicles and equipment for safety, operational efficiency, and regulatory compliance.
- Identify, document, and report mechanical issues or potential failures to Emergency Vehicle Technician(s).
- Use agency record keeping process to record work completion related to fleet maintenance records, service logs, inspection documentation, and compliance records.
- Assist fleet with parts inventory duties (e.g., ordering, stocking, labeling, and organization).
- Support roadside assistance and emergency vehicle or equipment repairs.

General Responsibilities

- Keep tools, equipment, and service vehicles organized, in good working order, and safe; execute Lock-Out/Tag-Out procedures when deemed unsafe for use.
- Maintain clean, safe, and organized shops, tools, paperwork, work and job sites, and other maintenance areas.
- Cooperate effectively and professionally with coworkers and supervisor regarding progress on assigned tasks, equipment and supply needs, safety concerns, scheduling conflicts, and coordination of shared tools and equipment between coworkers; communicate and coordinate assigned tasks effectively with external resources and contractors to represent the agency professionally and ensure agency interests are addressed in the completion of tasks.
- Communicate effectively with those served by the Support Services Division, including with employees, command staff, and others in the performance of responsibilities, including ensuring regular status updates on the completion of assigned tasks, etc.
- Follow NCRFA policies, procedures, and issued guidelines or verbal direction.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities

To perform the duties of the Facilities & Maintenance Technician, the incumbent must demonstrate:

- **Knowledge of**
 - Building systems, plumbing, electrical, finishing and construction work, and other facilities- and grounds-related systems and trades at a basic level.
 - Passenger vehicle diagnostics and mechanical awareness at a basic level.
 - Workplace safety practices and regulatory compliance related to basic maintenance and repair of facilities and grounds.

- **Skills and Abilities to**
 - Work independently after training.
 - Efficiently sequence tasks and manage multiple assignments/competing demands and effectively prioritize workload and assigned tasks to meet operational needs and deadlines.
 - Operate diagnostic equipment, hand tools, and power tools safely and effectively.
 - Operate forklifts, tractor, scissor lift, and similar basic equipment.
 - Ability to perform basic mechanical diagnostics and routine vehicle servicing.
 - Ability to read and interpret manuals, work assignments/instructions, diagrams, and safety instructions in English.
 - Ability to work independently and as part of a team.
 - Effectively communicate in written and spoken English, including the skills and ability to report issues clearly and timely, coordinate both orally and in writing, and effectively provide status and updates.
 - Computer skills sufficient to use basic Microsoft software applicable to general employees (email, SharePoint, etc.) and software applicable to fleet and facilities responsibilities (assignment tracking, inventory, documenting preventative maintenance completions, and similar).

Physical and Mental Capabilities, and Attendance Requirements

To perform the duties of the Facilities & Maintenance Technician, the incumbent must be:

- Capable of using Personal Protective Equipment (PPE) associated with protecting the employee while performing duties.
- Capable of sustained daily physical demands, including climbing ladders and other equipment, kneeling, crouching, bending, reaching, pushing, and pulling at, above, or below the waist.
- Capable of regularly lifting or moving objects independently up to 50 lbs.; occasionally lifting items above 50 lbs. and up to 100 lbs. with available assistance; and occasionally lifting items above 100 lbs. with required assistance (team lift).
- Capable of daily sustained operation of hand tools and hand equipment and other power equipment associated with facilities and vehicle maintenance and repair (lifts, auger, table saw, etc.).
- Capable of daily sustained operation of passenger vehicles, maintenance vans, and various emergency vehicles (ambulances, brush trucks, etc.).
- Have visual acuity, including color vision, sufficient to operate computers, emergency services vehicles, and related fire equipment, etc., including work requiring the capability to visually differentiate color.
- Capable of regular response to, and performance of, work within a roadside response work zone, requiring rapid physical action, sustained effort, and coherent voice communication.
- Capable of working safely without posing a direct threat to self or others on a daily basis.
- Capable of daily attendance at the assigned work site during assigned work hours, and capable of responding during scheduled days off and/or after normal hours, including on-call or during emergency response situations where assistance is required.

Working Conditions/Work Environment

To perform the duties of the Facilities & Maintenance Technician, work conditions and environment include:

- Regular exposure to heat, high-decibel noise levels, dust, fumes, chemicals, fuels, and hazardous materials and byproducts associated with vehicle operations and fire suppression operations.
- Regular exposure to mechanical hazards.
- Regular work indoors in office spaces, shops, and fire apparatus bays, and outdoors in varying weather conditions; occasional work on roof or similar elevated spaces; occasional work below grade level.

- Occasional work in confined spaces, including work necessitating the wearing of confined space protective gear when required by the agency or regulation.
- Occasional need to perform work within a roadside work zone, exposing workers to moving traffic, emergency scenes, or other emergency situations in the work zone.
- Due to working on emergency vehicles and within first responder facilities, occasional exposure to contaminants, communicable diseases, and other exposure/health risks.

Minimum Selection Requirements

- High school diploma or GED; in lieu of these, must demonstrate sufficient competency to perform job duties (reading installation manuals in English, computing using shop mathematics, etc.).
- Three (3) years' experience performing basic facility or building maintenance and repair work.

NOTE: In lieu of formal experience, NCRFA may substitute an equivalent combination of relevant training, education, and/or experience deemed sufficient to provide the required knowledge, skills, and abilities.

Preferred Qualifications

- Experience with basic plumbing, electrical, interior construction and finish work, and HVAC maintenance.
- Experience performing basic groundskeeping, maintenance, light repairs, and related work.
- Experience operating and maintaining a variety of hand and power tools associated with basic facilities and groundskeeping work.
- Experience performing basic passenger vehicle (car, light truck) maintenance and repair work.

Special Requirements

- Posses and maintain a valid Washington State Driver's License and posses and maintain a driving record acceptable to NCRFA's insurance carrier.
- Pass a comprehensive background check, including criminal history (unresolved arrests or charges may result in temporary disqualification).
- Pass a pre-employment drug test, excluding cannabis screening.
- Within 6 months of hire, must obtain and maintain:
 - NCRFA's Emergency Vehicle operation requirements for the position.
 - Basic First Aid and CPR certifications.

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