



SPOKANE COUNTY FIRE DISTRICT 9 Part Time Temporary Maintenance Assistant

Posted: March 27, 2025

Spokane County Fire District 9 is located in suburban north Spokane County and provides full-service fire protection, prevention, and emergency medical services to approximately 50,000 residents over an area of 122 square miles. The District is a combination career/volunteer department with a total of 82 full time employees and 36 volunteer personnel operating from nine fire stations.

The District will utilize application packets and panel interviews to determine which candidate will receive a conditional offer of employment.

POSITION: Part Time Temporary Maintenance Assistant

SALARY: \$20.00 per hour. Minimum 24 hours per week for a period of less than 5 months

BENEFITS: Sick leave in accordance with RCW 49.46.210.

MINIMUM QUALIFICATIONS:

1. At time of hire, the selected candidate must provide documentation as required by the Federal Government that proves their legal right to work in the United States (Form I-9).
2. Valid driver's license, with the privilege to drive in the State of Washington, by date of hire.
3. Insurability with the District's insurance carrier.
4. High school diploma or GED certificate.
5. Minimum age of 18 years.
6. Proficient use of the English language (speaking, reading, and writing).

APPLICATION PROCESS:

1. Without exception, application packets must be received in our Administration Office by April 9, 2025 at 4pm. Application packets can be submitted via email, in person, or delivery service (USPS, UPS, or Federal Express). **See APPLICATION PACKET section below for what is required in the application packet.**
2. A review committee will consider all application packets as to qualifications, experience, and suitability for the position. Only applicants who meet the minimum qualifications and demonstrate strong alignment with the job description will be contacted for further consideration.
3. The committee will select a group of candidates who will be invited to participate in one or more rounds of interviews. The interview process will provide an opportunity for candidates to further discuss their qualifications, experiences, and suitability for the role.

APPLICATION PACKET:

Applications are available during regular business hours at the District's Administration Office located at 3801 E. Farwell Road, Mead, WA 99021, on the District's web page, or attached to this document.

Application packets **must** be returned with all of the following in order to be considered:

1. Completed Fire District 9 application.
2. Current resume.
3. Driving record abstract report.
4. Copy of high school diploma or GED.

3801 E. Farwell Road; Mead, WA 99021-9605
Office: (509) 466-4602 • Email: njeffries@scfd9.org

INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED AND WILL VOID THE CANDIDATE FROM THE APPLICATION PROCESS.

EEO:

Fire District 9 is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

OTHER ASSIGNED DUTIES

- Job duties may be reassigned and other duties assigned to support the needs of the District.

KNOWLEDGE, SKILLS AND ABILITIES

- Must maintain effective and courteous working relationships with all Fire District 9 personnel, partner agencies, professional consultants, and the public.
- Demonstrated knowledge, skills and abilities necessary to perform the maintenance functions described herein.
- Ability to operate small engine equipment such as, but not limited to, lawn mowers, weed eaters, leaf blowers, hedge trimmers, and edgers.
- Ability to operate small electrical and manual powered tools such as, but not limited to, paint sprayers, carpet cleaners, vacuum cleaners, and pruners.
- Ability to safely work from ladders.
- Demonstrated acceptable skills and abilities in written and oral communications.
- Demonstrated skills and abilities in using computers for the creation and maintenance of required records and for written communications.

MINIMUM QUALIFICATIONS

- Must possess a high school diploma or GED.
- Valid driver's license, with the privilege to drive in the State of Washington and insurable with the District's insurance carrier.
- Must be capable and willing to work 24 hours per week.
- Must be 18 years of age.
- Candidate must provide documentation as required by the Federal Government that proves their legal right to work in the United States (Form I-9)
- Must pass a criminal background check.
- Must be in sufficient good health and physical condition to fully perform the requirements of this position.
- Must not be drug or alcohol dependent.

SPOKANE COUNTY FIRE DISTRICT 9

Employment Application



I am Applying for the Position of:	Date of Application: ___/___/___																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">Last Name</td> <td style="width: 30%; border-bottom: 1px solid black;">First</td> <td style="width: 40%; border-bottom: 1px solid black;">MI</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">Street Address</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">Mailing Address (if different than street address)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">City</td> <td style="border-bottom: 1px solid black;">State</td> <td style="border-bottom: 1px solid black;">Zip</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">Referred by</td> </tr> </table>	Last Name	First	MI	Street Address			Mailing Address (if different than street address)			City	State	Zip	Referred by			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;">Home Phone</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Cell Phone</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Email Address</td> </tr> </table>	Home Phone	Cell Phone	Email Address
Last Name	First	MI																	
Street Address																			
Mailing Address (if different than street address)																			
City	State	Zip																	
Referred by																			
Home Phone																			
Cell Phone																			
Email Address																			

EDUCATION	NAME AND LOCATION OF SCHOOL	SPECIAL COURSEWORK	DID YOU GRADUATE	DIPLOMA / DEGREE
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Briefly highlight all training/education you have relative to the position you are applying for:

EMPLOYMENT HISTORY: Complete for the last 7 years of employment beginning with most recent, using additional paper as needed.

Date: Start	Finish	Employer	Telephone
Job Title		Address	
Supervisor's Name / Title			

Reason for leaving:

Date: Start	Finish	Employer	Telephone
Job Title		Address	
Supervisor's Name / Title			

Reason for leaving:

Date: Start	Finish	Employer	Telephone
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Supervisor's Name / Title			

Reason for leaving:

List special interests, skills, hobbies and civic activities:

I certify that, to the best of my knowledge and belief, the answers given by me to the foregoing questions, the statements made by me in this application, and any attached documentation provided by me are correct and complete. I understand that misrepresentation or omission of facts in this application may lead to disqualification of eligibility for employment.

Signature _____ Date _____