

Fire Equipment Manager / Mechanic

Southern Idaho Timber Protective Association (SITPA)

McCall, Idaho

Salary Range:	\$20.00 - \$28.00 per hour
Open Period:	Monday, October 5, 2020 to Monday, November 2, 2020
Position Information:	Full-time Regular Employee with Benefits
FLSA:	Exempt (except hours worked in fire suppression which results in overtime during work week will be paid at 1.5 times hourly rate for each overtime hour worked)
Duty Location:	McCall, Idaho

About SITPA

The Southern Idaho Timber Protective Association, Inc. (SITPA) is seeking an innovative individual with excellent mechanical skills to lead our equipment program. Ideally, an applicant will have an extensive background as heavy equipment mechanic and wildland fire qualifications. Established in 1904, SITPA is a private, non-profit corporation, formed by private forest landowners for the purpose of furnishing, operating and maintaining a protective system for the detection, prevention and suppression of forest and range fires in west-central Idaho. SITPA is reviewed and approved by the state of Idaho annually, and manages wildfires on over 500,000 acres of private, state, and federal lands within the state's designated Southern Idaho Forest Protective District.

Duties

The Fire Equipment Manager / Mechanic reports to the Chief Fire Warden. This position plans, organizes, and directs the program for the purchase, maintenance, and disposition of all mobile equipment; supervises the work of a small group of employees engaged in repair and maintenance of mobile equipment; inspects equipment for conformance to maintenance standards; keeps required records and makes reports on performance, condition, and repair of assigned equipment; works with private vendors on equipment repair and construction; sets work priorities; reviews progress of work; receives and disposes of all mobile equipment; plans and coordinates training on the operation, maintenance, and repair of all mobile equipment; prepares manuals and lesson plans; teaches courses; implements and maintains standards for equipment acquisition, contract administration, receipt, operation, maintenance, and repair; prepares budgets.

Operates heavy bulldozers, heavy-duty transports, trucks, and other types of heavy equipment used in fire suppression work, road maintenance and in other wildland protection and conservation project work; reads maps to understand type of terrain to be worked on and location of projects; operates equipment on steep, narrow, mountain roads and under hazardous conditions; as assigned, works with or supervises both personnel crews on fire line assignments, road construction assignments, forestry conservation projects, or facilities work projects; services and makes major mechanical repairs to heavy bulldozers, motor-graders, heavy-duty transports, trucks, and other types of repair which may include preventive maintenance service, tune-up, brake relining and adjustment, disassembly and assembly for overhaul, welding, limited body repair, and lubrication; maintains other equipment used in fire suppression activity such as chain saws and portable pumps; estimates cost of repairs and purchases

parts; maintains simple records and written reports of work performed; trains others in safe practices in the use and repair of heavy equipment and vehicles.

Essential Duties and Responsibilities

- Primary responsibility is for the operation /maintenance/repair (mechanic) of a variety of heavy equipment and vehicle fleet for fire suppression activities.
- Incumbent must have an understanding of fire behavior, fuels, weather and topography to safely and effectively perform initial attack on wildland fires.
- Suppression activities may be under immediate supervision, however, incumbent may be required to conduct suppression activities independently.
- Operates one or more types of heavy equipment to push, pull, pile or load materials. Clears brush, tree stumps and rocks while constructing fire lines for suppression and prescribed fire activities. Adjusts the attachments for proper level, angle or depth, according to the work to be done and the type of equipment used.
- Work is generally done on steep or rolling terrain with moderate to complex terrain problems.
- Will serve in positions as qualified on wildland and prescribed fire.
- May perform a full range of duties for fire, roads, timber, silviculture, recreation, or wilderness. Is required to have a good degree of mechanical ability and skill to perform preventive maintenance and repair of equipment.
- Transports heavy equipment to job site. Completes all agency required administrative duties. May provide direction and instruction to personnel assigned to assist.
- Performs wildfire suppression support as directed within training and physical qualifications.
- Plans, coordinates, and controls the daily operation of the Fire Equipment Program.
- Establishes current and long range goals, objectives and plans, subject to approval of by the Chief Fire Warden.
- Dispenses advice, guidance, direction, authorization to carry out major plans, standards and procedures, consistent with established policies and Board of Directors approval.
- Meets with Association managers to ensure that operations are being executed in accordance with Association policies.
- Reviews fire readiness of suppression equipment, compares them to established objectives, and takes steps to ensure that appropriate measures are taken to correct unsatisfactory results.
- Other duties as assigned.

Key Requirements

- SITPA is a Drug & Alcohol Free Workplace. Adherence to SITPA's policy on drugs and alcohol is a condition of employment.
- Applicant must be 18 years or older at time of hire and a background investigation is required.
- Must possess and maintain a valid commercial driver's license (Class A). An acceptable driving record, including a determination of insurability by SITPA's motor vehicle insurer is a condition of employment.
- Work Capacity Testing (WCT) is required. Based upon the type and level of work to be performed, successful completion the WCT at the ARDUOUS level is a condition of employment.
- Prior supervisory experience is not required, but highly recommended and may be considered before non-experienced applicants.
- Occasional overnight travel away from duty station is required for training and meetings.
- Required to work long shifts or multi day assignments under stressful and adverse conditions during emergencies and fire season with travel away from duty station up to 21 days for fire assignment.
- This position may be subject to satisfactory completion of a one year introductory period.
- Prior experience as a wildland firefighter is not required, but highly recommended and may be considered before non-experienced applicants. Applicants who do not have the basic Firefighter Type 2 certification will be required to complete it within first year of employment.

Qualifying Knowledge and Abilities

Demonstrated knowledge and abilities obtained through work experience and training in the following areas is required:

1. Technical knowledge of heavy equipment, portable pumps, machinery repair (mechanic) and maintenance.
2. Must have the ability to diagnose mechanical, electrical, and related problems and determine appropriate repair work needed.
3. Knowledge of federal and state laws pertaining to the operation of motor vehicles (including commercial vehicles) and heavy equipment.
4. Maintaining a Commercial Driver's License (CDL,) required to drive truck and trailer over 26,000 lbs.
5. Ability to operate motor vehicles and heavy equipment in a safe and responsible manner.
6. Ability to load and secure tractor and lowboy combination cargo to minimize damage.
7. Ability to work collaboratively as a member of a team.
8. Ability to work independently under general supervision.
9. Ability to follow directions in high stress fast paced emergency situations.

10. Ability to work in a safe and efficient manner, including reporting to work for scheduled shift with all required PPE. Knowledge of OSHA workplace rules and safety standards.
11. Experience with supervisory policies, procedures, and methods. Previous supervisory experience is not required, but highly recommended.
12. Ability to develop a budget and preparation of financial reports, including needs analysis, reviewing previous expenditures, forecasting revenue, personnel, capital outlay, and operational expenses.
13. General knowledge of workplace health and safety management, including hazard assessments, personal protective equipment, safety planning. Technical knowledge of industry accepted wildland fire and prescribed fire safety practices and procedures.
14. Ability to use and interpret maps, aerial photographs, satellite imagery, and GIS products in the wildland fire management environment.
15. Skill in oral and written communication sufficient to prepare reports, present training, and coordinate work efforts using computerized systems including word processing software, electronic spreadsheets, presentation software, and database management programs.

Physical Demands

A combination of field and office work is required. Field work is sometimes performed in steep terrain where surfaces are uneven, rocky, or covered with thick vegetation. Temperatures are frequently extreme, both from weather and fire conditions where the presence of smoke and dust/or dust conditions are frequently severe.

Benefits

This position is eligible for a comprehensive range of employee benefits including: paid sick leave, vacation pay, and holiday pay, medical, dental and vision insurance, life insurance, and retirement plan through the Public Employees Retirement System of Idaho (www.persi.state.id.us/).

About McCall

The city of McCall, located in Valley County, is 100 miles north of Boise on State Highway 55. Sitting at 5,000 feet, the town occupies the south shore of beautiful Payette Lake. With a year-around population of approximately 2,700, McCall population can swell to 10,000-20,000 at the peak of the summer tourist season and again in the winter during the annual Winter Carnival celebration. Winters bring snow, and with an average annual total snowfall of over 10 feet McCall boasts some of the best winter recreation in the state. Snowmobiling, sledding, Nordic and downhill skiing are all popular. Brundage Mountain and Tamarack Resorts are within a short drive. Summer is shorter than at lower elevations but is ideal, with daytime temperatures averaging in the 70-80s, and a few days in the 90s. Payette Lake and nearby rivers provide swimming, boating, and fishing opportunities in the summer; Ponderosa State Park and adjacent National Forest lands provide ample hiking, running, and biking trails. Sunshine is common in all seasons. Access to the expansive and remote Frank Church-River of No Return Wilderness Area and the Hells Canyon National Recreation Area is nearby.

McCall is a full-service community that fills most needs. It has a regional hospital, an integrative health clinic, dentists, chiropractors, and optometrists. McCall also has several service stations, two grocery stores, motels, banks, lumber yards, a variety of restaurants, coffee shops, a wide variety of shopping, daycare centers, a public and a private golf course and an airport. Numerous churches are located in the area. Average housing cost is in the \$350,000 and up range. Rentals are available from \$1,200 to \$2,000 per month.

The community has an excellent grade school, middle school, a high school that serves both Donnelly and McCall, and an alternative school. Numerous extra-curricular activities and electives are available. There is a strong winter sports program, with both downhill and Nordic after school ski programs.

How to Apply

Interested applicants are required to submit an application including a resume, and a narrative response to the attached Key Requirements and Qualifying Specialized Experience Questionnaire by close of business Monday, November 2, 2020. The resume must include as a minimum: 1) sufficient information to verify qualifications; 2) supervisors phone number/email address for each work period and **whether SITPA may contact them for reference checks.**

Send applicant information package to:

Southern Idaho Timber Protective Association
Attn: Fire Equipment Manager / Mechanic Vacancy
555 Deinhard Lane
McCall, ID 83638

How Applicants Will Be Evaluated

Applicants must meet all Key Requirements to be considered for this position. Key Requirements will be evaluated on a pass/fail basis. Qualifying Specialized Experience will be evaluated based upon the candidate's resume, narrative and supporting documentation. Applicants may meet the Qualifying Specialized Experience requirements through a combination of education, training and work experience. To be creditable, Key Requirements and Qualifying Specialized Experience directly related to this position should be clearly documented in the applicant's resume and supporting documentation (For example: wildland fire and prescribed fire qualifications supported by ICQS or IQS documentation). Interviews may be conducted. Interviews, if conducted, may be pass/fail or scored, and will include job specific questions related to the knowledge, skills, and abilities required to do the work of this position.

Additional Information Contact

Paul Wagner, Chief Fire Warden
Phone: (208) 634-2268
Email: PWagner@sitpa.idaho.gov

Hiring is done without regard to race, color, religion, national origin, sex, age or disability.

Southern Idaho Timber Protective Association, Inc. is a Drug & Alcohol Free Workplace.

For more information on SITPA visit: sitpa.org

Applicant Key Requirement and Qualifying Specialized Experience Questionnaire

Fire Equipment Manager / Mechanic
 Southern Idaho Timber Protective Association
 McCall, Idaho

1. Name:

2. Mailing Address
 - Street/PO Box:
 - City:
 - State:
 - Zip Code:

3. Telephone: _____ Email Address (optional): _____

Key Requirements		Date/Initial
4.	I understand that adherence to SITPA’s policy on drug and alcohol is a condition of employment. The Southern Idaho Timber Protective Association (SITPA) is a “Drug and Alcohol Free Workplace”. Copies of SITPA’s drug and alcohol testing program policy and procedures are available upon request, or may be reviewed at the McCall office (555 Deinhard Lane, McCall, ID) during regular business hours.	
5.	I understand that a background investigation is required for this position.	
6.	I understand that as a condition of employment, job applicants must possess a valid driver’s license and meet requirements to be insurable under the standard terms of SITPA’s private insurance policies. Official copies of driver’s license records will be reviewed by SITPA and may be requested by SITPA’s insurance carrier at any time. (Supplemental information required, see *5 a. next page)	
7.	I understand that prior experience as a wildland firefighter is preferred but not required.	
8.	I understand that successful completion of the Work Capacity Test for wildland firefighters at the Arduous fitness level is a condition of employment. The Arduous fitness test (Pack Test) consists of completion of a three mile walk, carrying a forty-five pound pack, within forty-five minutes.	
9.	I understand that prior supervisory experience is not required but highly recommended.	
10.	I understand that occasional overnight travel away from duty station is required.	
11.	I understand that I may be required to work long shifts or multi day assignments under stressful conditions during emergencies and fire season.	
12.	I understand that this position may be subject to a one-year introductory period.	

Key Requirement Supplemental Information

***5 a. Motor Vehicle Record Check**

Name (As it appears on DL):
State driver's license issued:
DL #:
Expiration Date:

Resume

The resume must include as a minimum: 1) sufficient information to verify qualifications; 2) supervisors phone number/email address for each work period and **whether SITPA may contact them for reference checks.**

13. Please attach a copy of your resume and fire qualifications card (if applicable) to this application.

Qualifying Specialized Experience

Please describe the specialized knowledge and skills you have obtained through education, training, and work experience in the following areas (add attachment for responses):

14. Technical knowledge of heavy equipment, portable pumps, machinery repair (mechanic) and maintenance.
15. Must have the ability to diagnose mechanical, electrical, and related problems and determine appropriate repair work needed.
16. Knowledge of federal and state laws pertaining to the operation of motor vehicle (including commercial vehicles) and heavy equipment.
17. Maintaining a Commercial Driver's License (CDL,) required to drive truck and trailer over 26,000 lbs.
18. Ability to operate motor vehicles and heavy equipment in a safe and responsible manner.
19. Ability to load and secure tractor and lowboy combination cargo to minimize damage.
20. Ability to work collaboratively as a member of a team.
21. Ability to work independently under general supervision.
22. Ability to follow directions in high stress fast paced emergency situations.
23. Ability to work in a safe and efficient manner, including reporting to work for scheduled shift with all required PPE. Knowledge of OSHA workplace rules and safety standards.
24. Experience with supervisory policies, procedures, and methods. Previous supervisory experience is not required, but highly recommended.

- 25. Ability to develop a budget and preparation of financial reports, including needs analysis, reviewing previous expenditures, forecasting revenue, personnel, capital outlay, and operational expenses.
- 26. General knowledge of workplace health and safety management, including hazard assessments, personal protective equipment, safety planning. Technical knowledge of industry accepted wildland fire and prescribed fire safety practices and procedures.
- 27. Ability to use and interpretation of maps, aerial photographs, satellite imagery, and GIS products in the wildland fire management environment.
- 28. Skill in oral and written communication sufficient to prepare reports, present training, and coordinate work efforts using computerized systems including word processing software, electronic spreadsheets, presentation software, and database management programs.

References

List three persons who SITPA may contact who have knowledge of you, your experience, and this application for employment.

Name:
Address:

Telephone:
Relationship:

Name:
Address:

Telephone:
Relationship:

Name:
Address:

Telephone:
Relationship:

My signature certifies that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application will be rejected, my name removed from consideration or my employment with the Southern Idaho Timber Protective Association, Inc. will be terminated.

Signature
(Unsigned applications will not be considered.)

Date

