



**North Star  
Volunteer Fire Department**  
2358 Bradway Road  
North Pole, Alaska 99705  
(907) 488-3400

# **Emergency Vehicle /Facility Maintenance Technician**

## **Application Packet**

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Application Packet

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## Volunteer Fire Department

September 28, 2023

Dear Candidate,

On behalf of the entire crew, I would like to thank you for applying to join our team! We are one of the busiest volunteer department in the Interior of Alaska and are looking for energetic and enthusiastic men and women to fill our ranks. If you are a person of integrity who possesses a strong work ethic, we would love to talk with you. We believe that our department is on a path to excellence and already has a team of volunteers and paid staff that places us second to none.

If you are looking for a progressive fire department, then you have found your new home at North Star Volunteer Fire Department. Please look over the enclosed materials as well as the information on our website to learn more about us. If you have any questions, please feel free to call or stop by.

Thank you,

***Geoffrey L. Coon***

Geoff Coon,  
Fire Chief  
North Star Volunteer Fire Department  
2358 Bradway Road  
North Pole, AK 99705  
907-488-3400



## Volunteer Fire Department

### POSITION DESCRIPTION

**JOB TITLE:** Fire Engine Mechanic /Facility Maintenance/ Driver / Pump Operator

**REPORTS TO:** Deputy Fire Chief

**POSITIONS SUPERVISED:** Personnel Assisting with Maintenance

**NARRATIVE:** Under the direction of the Deputy Chief, the Fire Engine Mechanic /Facility Maintenance/ Driver / Pump Operator performs skilled maintenance, repair, and overhaul on a wide variety of vehicles, equipment and fire apparatus for the North Star Volunteer Fire Department. Responsible for preventive maintenance, inspection, testing, repair, ordering parts, parts inventory and shop organization and cleanliness. The employee will make recommendations to the deputy chief on procedures to make shop use and mechanical work more efficient. The employee will be responsible for scheduling and documentation of all mechanical work performed on department vehicles and equipment, including using computerized maintenance records.

Duties include the use of electronic and mechanical equipment to determine solutions to problems, perform tune-ups, and repair engines (gasoline and diesel); inspect, repair and /or overhaul air and hydraulic brake systems and devices, drive trains, suspensions, exhaust and steering systems, electrical systems, electronic components, air and hydraulic systems, and other specialized systems, including fire pumps, utilized on emergency vehicles and equipment. Work is performed on medium and heavy-duty fire apparatus up to 62,000 pounds gross weight, including diagnosing, repairing, maintaining and testing motors, transmissions, fire pumps, ladders, on-board powered equipment, etc.; light passenger vehicles including cars, vans, and light trucks; assorted specialized equipment including 4 wheelers, 6 wheelers, snowmobiles, boats, and trailers. Fire Engine Mechanic / Driver / Pump Operators provide their own hand tools. Prior experience repairing fire department specific vehicles is desired to fill the current vacancy at the North Star Volunteer Fire Department, however, training will be provided to the successful applicant that lacks sufficient experience and/or the necessary tools for this type of specialized vehicles. This is a non-exempt position.

The successful applicant will be experienced with driving heavy vehicles, up to a minimum of 70,000 pounds, and may be required to drive department vehicles under emergency conditions, including operating fire pumps and/or transporting water at emergency scenes, including structure fires. The employee will have the willingness to learn about fire pump theory of operation and repair, pumping operations and testing procedures, and be willing to attend fire apparatus driver and pump operator training classes. If necessary, the fire department will provide specialized training in maintenance and testing of fire pumps.

## **RESPONSIBILITIES:**

1. Coordinate and schedule maintenance of equipment and apparatus through the deputy chief's office.
2. Provide written work orders and proper documentation of all work performed to NFPA standards.
3. Maintain computerized records of all work performed, including outstanding discrepancies and scheduled PM requirements.
4. Study and learn NFPA standards pertaining to fire apparatus repair, testing, inspections, etc.
5. Coordinate projects with daily operations shift officer when needed.
6. Train and learn to drive and operate heavy fire apparatus, for both routine and emergency operations.
7. Respond to emergencies as needed.

## **FUNCTIONS:**

1. Performs preventative maintenance and general repair work on large fire apparatus, general-purpose vehicles and fire service equipment through inspection, adjustment and replacement of parts to ensure the effective functioning and readiness of emergency vehicles and equipment
2. Performs diagnostic problem solving on fire apparatus, general-purpose vehicles and fire service equipment
3. Performs maintenance on electrical, transmission, suspension, body, and other related components
4. Perform removal and replacement of tires, brake shoes, linings, etc.
5. Performs emergency repairs to vehicles in the field
6. Initiates equipment and parts orders for replacement
7. Maintains a safe and clean work area
8. Records and documents all work performed
9. Provide daily and weekly briefings to deputy chief on shop and scheduling status
10. Provide advance weekly schedule and prioritization of shop work, coordinated with deputy chief
11. Willingness to learn and perform as an effective team player during emergency incidents
12. Performs other tasks as assigned

## **JOB CONTACTS:**

1. Public
2. Volunteer and Paid Emergency Services Personnel
3. North Star Fire Service Area Commission
4. North Star Volunteer Fire Department Board of Directors
5. Interior Alaska Fire Departments
6. Fairbanks North Star Borough Staff, including Vehicle Maintenance Personnel
7. Other Public Safety Agencies

## **MINIMUM QUALIFICATIONS:**

1. Knowledge of tools, materials, processes and techniques of mechanical repair and related fabrication
2. Knowledge of preventive maintenance and mechanical, electrical, hydraulic and structural systems of vehicles, equipment and accessories
3. Knowledge of safety procedures, precautions and hazards of the trade
4. Skill in troubleshooting, diagnosis, testing and repair of vehicles and equipment, heavy trucks and related mechanical, electrical, hydraulic and structural systems
5. Ability to demonstrate troubleshooting, diagnosis, testing and repair techniques to others
6. Ability to maintain computerized record keeping systems, inventory, and research equipment parts, supplies and place orders utilizing these systems
7. Possess a full set of mechanic's tools (may use the department's tools if skills are otherwise compatible)
8. Current State of Alaska Driver's License, w/ CDL Class B or Class A preferred but not required. Provide a copy of current driving and criminal history (no more than 30 days old at time of application)
9. Preference will be given to graduates of associate degree program in Heavy Equipment Diesel Technology and/or related fields of study

## **COMPENSATION:**

Pay is D.O.E., Individuals requiring training to meet minimum standards will have their starting pay adjusted accordingly and may qualify to receive full pay upon demonstration of knowledge of minimum required knowledge and skills.

### Benefits:

1. Annual Leave Accrual
2. Health Insurance
3. 401(k) retirement plan w/ matching funds by the fire department
4. Paid holidays and 2 Paid Personal Holidays
5. Overtime paid for additional hours worked outside scheduled shifts

# Hiring Process Chronology

*Applications will be accepted between 0800 – 1700 Monday through Friday at:  
Personnel Office, NSVFD Station 31, 2358 Bradway Road, North Pole, AK 99705*

*or may be mailed to:*

*North Star Volunteer Fire Department  
Attn: Chief Geoffrey L. Coon  
2358 Bradway Road  
North Pole, AK 99705  
gcoon@northstarfire.org*

**Include complete resume' with application.  
Resume' must include reference and certification information.**

## **Position Opens**

September 28th, 2023 0800 hours

## **First Review of applications by Fire Chief**

Open until filled

## **Eligible applicants notified for testing**

Open until filled

## **Written Test**

Open until filled

## **Oral Board Interviews**

Open until filled

## **List of finalists and scores forwarded to Fire Chief**

Open until filled

## **Finalists Interview with Fire Chief**

Open until filled

## **Physical Medical Examination**

To be scheduled with a successful candidate at the time of a conditional offer of hire.

**Please note, dates and times are approximate. Candidates will be notified if the dates / times should change.**

# North Star Volunteer Fire Department

## APPLICATION FOR EMPLOYMENT

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_

Telephone number \_\_\_\_\_ Are you over 18 years old?  Yes  No

Are you authorized to work in the U.S. on an unrestricted basis?  Yes  No

How did you learn of this opening? \_\_\_\_\_

Have you worked here before?  Yes  No

Have you been told the essential functions of the job or \_\_\_\_\_ have \_\_\_\_\_ you been shown a copy of the job description listing the essential functions of the job? Yes No

Can you perform these essential functions with or without reasonable accommodation?  Yes  No

Are there any hours, shifts or days you cannot or will not work? \_\_\_\_\_

Shift preferred \_\_\_\_\_ Part-Time \_\_\_\_\_ Full Time \_\_\_\_\_

Are you willing to work overtime as required?  Yes  No

Have you ever been convicted of a felony?  Yes  No (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions: \_\_\_\_\_

EDUCATION	NAME & LOCATION OF SCHOOL	YEAR GRADUATED	MAJOR	DIPLOMA/DEGREE
High School				
College/Univ.				
College/Univ.				

Other Training/Education \_\_\_\_\_

In addition to your work history (next page), what other experiences, skills or qualifications would especially fit you for work with our company?

**POSITIONS APPLIED FOR 1.** \_\_\_\_\_ **2.** \_\_\_\_\_

Wa



**WORK HISTORY**

May we contact your present employer?  Yes  No

Most Recent Employer			Address		Telephone
Date Started	Starting Salary: \$	Per	Starting Position		
Date Left	Salary on Leaving: \$	Per	Position on Leaving		
Name and Title of Supervisor					
Description of Duties			Reason for Leaving		
Previous Employer			Address		Telephone
Date Started	Starting Salary: \$	Per	Starting Position		
Date Left	Salary on Leaving: \$	Per	Position on Leaving		
Name and Title of Supervisor					
Description of Duties			Reason for Leaving		
Previous Employer			Address		Telephone
Date Started	Starting Salary: \$	Per	Starting Position		
Date Left	Salary on Leaving: \$	Per	Position on Leaving		
Name and Title of Supervisor					
Description of Duties			Reason for Leaving		
Previous Employer			Address		Telephone
Date Started	Starting Salary: \$	Per	Starting Position		
Date Left	Salary on Leaving: \$	Per	Position on Leaving		
Name and Title of Supervisor					
Description of Duties			Reason for Leaving		

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Company to make an investigation of any of the facts set forth in this application.

I understand that employment at this Company is "at will," which means that either I or the Company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Company, other than the president has any authority to alter the foregoing.

Date \_\_\_\_\_  
 Applicant's Signature \_\_\_\_\_

# North Star Volunteer Fire Department

## EMPLOYEE AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I, \_\_\_\_\_ hereby authorize \_\_\_\_\_ to release the following job reference information to prospective employers:

Any information desired by my prospective employer.

OR

Salary history (Starting: \_\_\_\_\_ Final: \_\_\_\_\_)

Dates of employment (Hire Date: \_\_\_\_\_ Term Date: \_\_\_\_\_)

Positions held (Starting): \_\_\_\_\_

Final: \_\_\_\_\_

Duties and responsibilities \_\_\_\_\_

Reasons for leaving \_\_\_\_\_

Eligibility for rehire (Yes: \_\_\_\_\_/No: \_\_\_\_\_)

Other \_\_\_\_\_

I have reviewed the above information and understand this is the data that will be released should my references be checked.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Release Expiration Date: \_\_\_\_\_