



EMPLOYMENT OPPORTUNITY



**SUPPORT SERVICES TECHNICIAN
FULL-TIME - 40 HOURS/WEEK
\$11.88/HR AND BENEFIT PACKAGE**

Application Deadline is Tuesday, October 30, 2007

The Sun City Fire Department has an immediate need to fill a vacancy in the position of Support Services Technician. This is an entry level position and is a non-sworn position.

GENERAL STATEMENT OF DUTIES

The Support Services Technician (SST) will be assigned to operations and will work under the direction of the Battalion Chief or his designee. The SST will be assigned duties to support field operations and enhance customer service.

DISTINGUISHING FEATURES OF THE JOB CLASS

This job class is responsible for inventory, requisition and distribution of supplies and equipment to support field operations on a daily basis. The SST may be assigned additional duties as necessary to assist supervisors and administration with delivery of services, supplies and equipment to and from department facilities. The SST will be responsible for care of department equipment and vehicles assigned. The SST will work with supervisors assigned to oversee and administer department support and commodities programs and keep them informed of inventories and needs.

EXAMPLES OF WORK (illustrative only)

- **Inventory, distribution and delivery of department supplies and commodities for use at department facilities on a daily basis or as needed.**
- **Inventory, distribution and delivery of emergency medical supplies to support field operations on a daily basis or as needed.**
- **Keep assigned work areas neat, clean and orderly.**
- **Perform daily check on assigned vehicle, maintain it and clean it as necessary.**
- **Assist crews with checking, cleaning and maintaining staff and prevention vehicle fleet as assigned on a daily/weekly basis.**
- **Assist with special projects and programs or any other duties as assigned by the Battalion Chief or his designee.**

- **Assisting with customer service programs, such as installation of smoke detectors, lock boxes and special needs devices.**

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The SST must have the ability to:

- **work with various supervisors and personnel.**
- **learn and work with department inventory and procurement programs.**
- **do light maintenance of motorized vehicles.**
- **lift and carry various commodities safety and efficiently.**
- **maintain a valid Arizona driver's license and drive department vehicles and apparatus.**
- **be self-motivated and self directed and at times, work with minimal supervision.**
- **adaptable to changing situations and needs within the department.**

ACCEPTABLE EXPERIENCE, TRAINING AND ADDITIONAL REQUIREMENTS

Ability to read and comprehend written material at a level appropriate for the job class. Candidates for the position in this job class are required to be at least 21 years of age, be in excellent physical condition. A high school education or equivalent is required. Background check, drug testing, driving history check, fingerprints and a physical exam will be required.

The District offers a comprehensive salary and benefits package that includes: Excellent health, dental and life insurance plans, enrollment in the Arizona State Retirement System, long-term disability insurance, productivity enhancement pay, paid vacation, sick, personal leave, deferred compensation and other benefit programs.

Interested individuals may fill out an application online at www.suncityfire.com or apply in person between 8:00 a.m. and 4:00 p.m. at:

Sun City Fire Department Operations
17017 N. 99th Avenue
Sun City, AZ 85373

Faxed applications or resumes will not be accepted.

Applicants must have a valid driver's license at the time of application.

For questions, contact the Sun City Fire Department Operations 623/974-0090.

First interviews will be tentatively scheduled for Wednesday, November 14, 2007.