



Harris County Emergency Services District #46

18425 Timber Forest Dr.
Atascocita, Texas 77346
Voice 281-852-2181 Fax 281-852-3192
Federal ID# 74-1978469
www.avfd.com

POSITION POSTING

Harris County Emergency Services District #46 (ESD #46) is currently seeking qualified candidates for the position of Fleet and Facilities Assistant. This position is an exclusive, non-exempt, fulltime, paid position that reports to the Division Chief over Fleet and Facilities.

The Community

ESD #46 (Atascocita) is located 25 miles northeast of downtown Houston and is bordered by the San Jacinto River, to the north; Lake Houston, to the east; the City of Humble, to the west and unincorporated Harris County, to the south. The district is a typical bedroom community of 70,000 residents and is one of the fastest growing areas in the state. Close to shopping and entertainment, it is far enough from Houston to feel like a small town, but close enough to provide easy access to all the city has to offer.

Falling within the district boundaries of the Humble Independent School District, recently recognized as the Best Large School District in the State in 2015 by the H-E-B Corporation and the Lone Star College System (LSCS), ESD residents have access to the best educational opportunities in the state.

Humble ISD provides K-12 education, as well as college placement and dual credit course work. It also delivers programs for those with special needs along with adult learning offerings. It is regularly recognized for excellence in education and well-rounded instructional delivery.

Lone Star College System is a highly regarded, accredited, higher education network with campuses across Northern Harris and Southern Montgomery counties, all of which are within easy access of ESD #46. LSCS provides an excellent foundation for those wishing to attend college. The system feeds into the larger state university systems seamlessly, providing a great first step for college bound students.

Recreation is plentiful in the area with Lake Houston and the San Jacinto River forming the north and east boundaries of the district. Within a short drive, residents have access to the Sam Houston National Forest. For outdoor enthusiasts, the national forest offers a variety of trails that include hiking, horseback, ATV, and motorcycle activities. Camping, nature preserves, and outdoor centers are also available.

Access to the Gulf of Mexico, at Galveston, is only a short drive down the Gulf Freeway (I-45). Galveston offers numerous entertainment venues and historical sites. Specifically, the San Jacinto battlefield in Deer Park (near Galveston), the birthplace of Texas, is only 30 minutes from Atascocita, as is the Battleship Texas museum.

Housing in the district is extremely affordable and plentiful. Recent up-swings in the housing market and the constant influx and outflow of oil industry executives makes the housing market very fluid and allows home buyers the advantage.



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The Organization

ESD #46 is the duly elected, taxing body with responsibility for providing emergency services in Atascocita. The district is a 35 square mile area of unincorporated Harris County that is home to some 70,000 residents. In 2014, the organization responded to 4,600 requests for service.

The Atascocita Fire Department is a full-service paid/volunteer fire department consisting of: 20 full-time, 35 part-time, and five volunteer EMS personnel; 12 full-time, 35 part-time, and 55 volunteer fire personnel; three full-time and two part-time support staff. The organization has six volunteer EOC staff and 25 auxiliary members (PALS) whom operate our firefighter rehab team.

The organization operates out of three fire stations and utilizes four pumpers, a tower, and five MICU ambulances. ESD #46 also operates one of the 13 state-owned Ambuses, provided by the Southeast Texas Regional Advisory Council. Future expansion promises a marine division, technical rescue, and a broadened scope of community risk reduction programs.

The organization is heavily invested and committed to its volunteer component. Many hours are spent each year providing high quality training to 25+ new volunteer recruits. The health of the organization depends on these members for its success.

The Position

The Fleet and Facilities Assistant position reports to the Division Chief of Emergency Management. As this position will have day-to-day operational responsibility, a close working relationship with other command staff members is imperative. This position will assist in ensuring each of the district facilities and apparatus are operationally ready and available for service based upon the needs of the district and community in ways that include:

- Scheduling a variety of equipment including fire apparatus, ambulances, stations, small engines, etc. for preventative maintenance and repair.
- Assist other divisions with needs as requested.
- Reviewing help desk tickets and determining a course of action to repair/replace broken equipment while consulting/coordinating with appropriate division heads.
- Oversee PM program and further refine PM programs to address any shortcomings
- Proactively keep equipment in a peak state of operational readiness based upon trends.
- Act as a liaison between vendors and district staff to communicate ETA's on when equipment will return to service.
- Perform general repair and preventative maintenance at ESD facilities as well as on vehicles.



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The Candidate

The ideal candidate for this position will meet the following minimum standards:

- Must be 21 years or older.
- High school diploma or GED equivalent.
- Obtain a Texas Driver's License within first month of employment and have a good driving record.
- Obtain a Commercial Class B Exempt Driver's License within 6 months of the start of employment.
- Familiar with the proper use of a variety of mechanical, hand, and power tools.
- High degree of mechanical aptitude.
- Ability to type 25-30 wpm accurately.
- Ability to multi-task and successfully manage multiple projects simultaneously.
- Ability to maintain accurate, detailed digital records and be held accountable to them.
- Ability to work efficiently and ethically with minimal supervision.
- Self-motivated
- Commendable time-management skills.
- Knowledge and experience in facility maintenance and fleet management.
- A certificate, certification or 2-year degree in construction or automotive related disciplines.
- Previous experience working on emergency vehicles.
- ASE or EVT certification.

This position is considered a full-time (40 hours) hourly position, primarily working normal business hours: Monday through Friday, 9AM to 5PM. However, on occasion, the need to be available by phone at night and on the weekends will arise. Also, due to the continuous operation of the organization, there will be instances where normal business hours will need to be exchanged for after business hours based upon the needs of the organization. For example, the candidate would need to report to a specific district facility and mitigate a fleet or facility issue that may arise after hours. In this case, the candidate will either qualify to leave early at the end of the work week based upon the amount of after business hours obtained, or may qualify for approved overtime.

Additionally, with the heavy emphasis on maintaining the volunteer nature of the organization, the successful candidate must be able to demonstrate their affinity toward volunteerism and the continued nurturing of a solid, competent volunteer program.



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Compensation Package

- Salary range: \$35K - \$50K depending on qualifications
- TML Health, Dental, and Vision -100% paid premium for employee, family coverage available at employee's expense
- TCDRS retirement, mandatory six percent employee contribution, six percent employer match
- Two weeks Paid Time Off, plus one week every five years
- Department issued vehicle for candidate who lives within eight miles of the district boundary.

(Note: no relocation expenses are associated with this position)



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How to Apply

All interested parties should submit the following to the address below:

- Cover letter and resume'
- Copies of applicable certifications
- Copies of applicable diplomas
- Social media account access information (i.e.: Facebook, Twitter, Pinterist, Snapchat, etc.)
- Full name and aliases, DOB, Driver's License Number (for background check)
- Salary history
- Five personal and five professional references, with contact information

Harris County Emergency Services District #46
c/o Mary Anne Sokol
18425 Timber Forest Dr.
Humble, TX 77346

Schedule of Events

Application period: 4/3/17 – 4/17/17 at 5PM

Phone Interviews: 4/24/17 – 4/28/17

Formal interviews will be scheduled after phone interviews conclude for those candidates that progress to the next step.

Assessment Center: 5/9/17