



## EASTSIDE FIRE & RESCUE EMPLOYMENT OPPORTUNITY

**Position:** Courier (part-time)

**2023 Wage:** \$15.75 per hour

**Closes:** December 2, 2022, at Noon

**Position Description/Requirements:** See job description attached.

**Benefits:** No benefits offered

**Union Membership:** This is not a union represented position.

**Application Location:** Application packets may be obtained online at [www.eastsidefire-rescue.org](http://www.eastsidefire-rescue.org). Completed packets may be submitted to [humanresources@esf-r.org](mailto:humanresources@esf-r.org), or mailed to:

Eastside Fire & Rescue  
Attn: Human Resources  
175 Newport Way NW  
Issaquah, WA 98027

**Application Requirements:** Candidates are required to submit the following to be considered:

- Employment application

**Assessments:** Qualified applicants will be invited to participate in an oral board interview. The top candidate successfully completing the process will undergo a pre-employment background screen, driving check and a drug screening.

**Eastside Fire & Rescue Information:** Eastside Fire & Rescue proudly serves the communities of Issaquah, North Bend, Sammamish, Woodinville, and Fire Districts 10 and 38, which includes Carnation and areas of unincorporated King County. Eastside Fire & Rescue employs over 200 full time career personnel and approximately 50 volunteers. Please visit [www.eastsidefire-rescue.org](http://www.eastsidefire-rescue.org) for more information.

Become part of something great! Eastside Fire & Rescue is an equal opportunity employer.

# Eastside Fire & Rescue

## Job Description

Position Title: **Courier**  
Division: **Maintenance/Facilities**  
Reports To: **Deputy Chief of Logistics**

Policy Number: **2917**  
FLSA Status: **Non-Exempt, Part-Time**  
Revised: **10/2017, 10/2022**

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**General Summary:** Individuals assigned to this classification are expected to demonstrate a high degree of proficiency in the safe and responsible operation of standard-duty vehicles to deliver Department materials, equipment, and mail, and receive and fill orders for operating supplies. Work is performed in accordance with established Department routes, schedules, and practices. Work is performed under little or no supervision and the position reports directly to the DC of Logistics. The normal Courier delivery/pick-up schedule shall be two days per week. Schedule modifications may be made with supervisor approval.

### **Essential Job Functions:**

1. The Courier shall exercise good judgment at all times and under all conditions.
2. The Courier must recognize some or all correspondence to be delivered may be confidential information. Dealings with confidential material and/or inquires originating from inside or outside the Department shall be referred to the supervisor if necessary, and kept in confidence by the employee. As an employee of the Department in a position of confidence wherein protected or unpublicized information (e.g., HIPAA, Homeland Security bulletins, personnel, legal, and/or ongoing investigations, etc.) is exposed, there is a responsibility to maintain confidences and not allow said information to be released or exposed without guidance and express permission from the chain of command.
3. Periodically (weekly) inspect the general operating condition of assigned vehicle(s); check fluid levels, conditions of tires, steering, brakes and related items prior to operation each day. Maintain the vehicle in a clean and presentable condition.
4. Drive vehicle to and between specified locations, normally on a scheduled and predetermined route. Pick up, transport, and deliver, materials, equipment, bank deposit and mail as required.
5. Prior to beginning the daily route, contact the on-duty Battalion Chief and inquire of any specific instructions for the day.

### **Knowledge, Skills, and Abilities:**

1. Follow written and oral instructions and to perform work in accordance with safety procedures.
2. Work effectively with other employees and citizens.
3. Maintain personal insurance as required by the State of Washington.
4. Use proper ergonomic lifting/carrying techniques and recognize limitations.
5. Be at least 18 years of age.
6. Must maintain a valid Washington State Driver's License and good driving record as required by Department policy.

**Education and Experience:**

- High school diploma, or GED, with one (1) year of supervised employment experience involving the operation of an automotive vehicle.

**Physical Requirements:**

- Manual dexterity to operate standard duty EF&R vehicles safely and proficiently.
- Must be able to frequently communicate, express oneself, convey, converse, and exchange information with others.
- Ability to read labels and follow instructions.
- Ability to lift and reposition light to heavy items weighing up to 50 pounds.
- Stand; walk; sit; use hands and fingers, handle or feel objects, tools, or controls; reach with hands and arms; climb stairs, balance; stoop, kneel, crouch, or crawl; talk or hear; or smell. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must be able to drive personal and Department vehicles (non-emergency).
- Must successfully pass the Department's pre-hire background, medical, drug screen, and psychological testing.

**Working Conditions:** Work is performed in Department facilities, Department vehicles, and/or out of doors in all types of weather conditions. Equipment utilized may include a hand truck, and to operate automobiles and pick-up trucks as necessary to accomplish primary work activities.

**Emergency/Alternate Work Schedule:** To ensure the Department workforce is protected and to ensure the continuity of operations, the employee may be required to work an alternate work schedule/location in the case of an emergency (i.e., epidemic or pandemic influenza, severe weather conditions, or other emergency situations).

**General Sign-Off:** The employee is expected to adhere to all Department policies. The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills that may be asked of the employee to perform.

I have read, understand, and agree to adhere to this explanation, conditions, and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Emp # \_\_\_\_\_

# EMPLOYMENT APPLICATION

Please return to:  
**Eastside Fire & Rescue**  
 Human Resources Division  
 175 Newport Way NW  
 Issaquah, WA 98027  
 PHONE: 425-313-3272  
 FAX: 425-313-3253



Date Stamp Received

Eastside Fire & Rescue is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination because of race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, disability, marital status, honorably discharged veteran or military status, genetic information, or any other legally protected classification.

If you need any form of accommodation to participate in the application or testing process, please provide reasonable notice to Human Resources at 425-313-3272.

<b>POSITION: Part Time Courier</b>	<b>TODAY'S DATE:</b> _____
<b>FULL NAME REQUIRED</b>	How did you hear about the position?
LAST NAME: _____ FIRST: _____ MIDDLE: _____	EF&R Public Site _____ AWC _____
PREFERRED NAME: _____	EF&R Employee _____
Other _____	
MAILING ADDRESS: _____ STREET ADDRESS: _____	
CITY/STATE/ZIP: _____ HOME TELEPHONE: _____	
EMAIL ADDRESS: _____ CELL PHONE: _____	
VALID WA STATE DRIVER'S LICENSE? <input type="checkbox"/> Yes <input type="checkbox"/> No If other State, which? _____	
(A valid driver's license is required) Driver's License Number: _____	
SPECIAL ENDORSEMENTS/LICENSES: _____	
Applicants must be at least 21 years of age at time of hire. Are you at least 21 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## TRAINING AND EDUCATION

Circle highest grade completed in school: 9 10 11 12 College: 1 2 3 4 Graduate School: 1 2 3 4		
COLLEGES / OTHER TRAINING	Location	Subject/Major Degree/Certificate

*WORK HISTORY: This section must be complete for your application to be considered. Begin with your present or most recent employment, and include periods of self-employment and U.S. military service. Attach extra pages if necessary, in order to list your work experience for the last 10 years.*

<b>EMPLOYER'S NAME:</b>		<b>POSITION:</b>	
CITY AND STATE:			
FROM (MO/YR):	TO (MO/YR):	HOURS WORKED PER WEEK:	
SUPERVISOR:		SUPERVISOR'S PHONE NUMBER:	
May we contact this supervisor for a reference?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Number of employees supervised by you:	
PRIMARY DUTIES:			
REASON FOR LEAVING:			

<b>EMPLOYER'S NAME:</b>		<b>POSITION:</b>	
CITY AND STATE:			
FROM (MO/YR):	TO (MO/YR):	HOURS WORKED PER WEEK:	
SUPERVISOR:		SUPERVISOR'S PHONE NUMBER:	
May we contact this supervisor for a reference?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If "No", please explain:	
PRIMARY DUTIES:			
REASON FOR LEAVING:			

<b>EMPLOYER'S NAME:</b>		<b>POSITION:</b>	
CITY AND STATE:			
FROM (MO/YR):	TO (MO/YR):	HOURS WORKED PER WEEK:	
SUPERVISOR:		SUPERVISOR'S PHONE NUMBER:	
May we contact this supervisor for a reference?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If "No", please explain:	
PRIMARY DUTIES:			
REASON FOR LEAVING:			

REFERENCES (Please list people and/or supervisors who can evaluate your work performance.)

NAME

WORK RELATIONSHIP TO YOU

PHONE

**Lateral Position:**

This section left blank intentionally.

**Veterans' Scoring Criteria:**

Per RCW 41.04.010, veterans' scoring criteria may be claimed upon release from active military service or upon receipt of separation orders indicating an honorable discharge, issued by the respective military department.

**AGREEMENT, CERTIFICATION, AND AUTHORIZATION**

I hereby certify, under penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and the information given is true and complete to the best of my knowledge and belief. I understand that knowingly providing false information on this application will be grounds for elimination from further consideration, or, if employed, for dismissal at any time. \_\_\_\_\_(Initial Here)

I authorize Eastside Fire & Rescue to solicit information regarding my character, general reputation, credit, previous employment and similar background information, and to contact any and all references I have given on my application under the provisions found in RCW 4.24.730. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release Eastside Fire & Rescue from any and all liability arising out of disclosure or failure to disclose information regarding me and my work history in response to a reference check. \_\_\_\_\_(Initial Here)

In connection with my application for employment, Eastside Fire & Rescue may obtain a consumer report from a consumer reporting agency and may use that consumer report for employment purposes. Under federal law, a "consumer report" includes "any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer' credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a fact or in establishing the consumer's eligibility for...employment purposes..." 15 U.S.C. §1681 a(d). The term "employment purposes," when used in connection with a consumer report, means "a report used for the purpose of evaluating a consumer for employment, promotion, reassignment or retention as an employee." 15 U.S.C. §1681 a (f). Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, I will be provided a copy of the report, the name, address and telephone number of the reporting agency, and a summary of my rights under the Fair Credit Reporting Act. By initialing here, I hereby authorize Eastside Fire & Rescue to procure a consumer report to be used for employment purposes. \_\_\_\_\_(Initial Here)

In connection with my application for employment, Eastside Fire & Rescue may obtain a credit report (job-related positions only) and may use that credit report for employment purposes. Before any adverse action is taken, based in whole or in part on the information contained in the credit report, I will be provided a copy of the report, the name, address and telephone number of the reporting agency, and an opportunity to respond. By initialing here, I hereby authorize Eastside Fire & Rescue to procure a credit report to be used for employment purposes \_\_\_\_\_(Initial Here)

In the event of employment, I will be required to abide by all Eastside Fire & Rescue policies, rules & regulations. I understand this application is not intended to be a contract for employment and that Eastside Fire & Rescue reserves the right to make changes in conditions and benefits of employment. I further agree if Eastside Fire & Rescue advances any paid leave before it has been accrued or advances any money during the course of my employment, Eastside Fire & Rescue is authorized to deduct from my wages sufficient funds to repay such advances. \_\_\_\_\_(Initial Here)

I agree if I lose, damage, or fail to return any Eastside Fire & Rescue property at the time of my separation of employment, Eastside Fire & Rescue is authorized to deduct from my final paycheck the cost of such property. \_\_\_\_\_(Initial Here)

I certify I am not engaged in any outside activity or business that could be considered in conflict with Eastside Fire & Rescue's interest, nor will I become engaged in such activity or business if employed. \_\_\_\_\_(Initial Here)

Interviews are given on a competitive basis, using job-related factors, after a written application has been received and reviewed. Because of the large number of applications received, not everyone who applies for a vacant position will be interviewed and/or tested. Additionally, I give permission for Eastside Fire & Rescue to contact references, and request information related to educational background, employment history, and special licenses or training. \_\_\_\_\_(Initial Here)

I understand that, if selected, I will be required to provide proof of my identity and my legal right to work in the United States prior to actual employment with Eastside Fire & Rescue. \_\_\_\_\_(Initial Here)

I consent to drug testing as may be requested by Eastside Fire & Rescue's representatives. \_\_\_\_\_(Initial Here)

I acknowledge Eastside Fire & Rescue is an equal opportunity employer. \_\_\_\_\_(Initial Here)

**SIGNATURE OF APPLICANT (REQUIRED)**

**DATE**