



REPRESENTATION PETITION

Is this an amended petition? Yes No If yes, enter the case number: _____

PARTIES Include information for all parties involved.

EMPLOYER South King Fire & Rescue
 Contact Victor Pennington
 Title Fire Chief
 Address 31617 1st Ave South
 City, State, ZIP Federal Way, WA 98003
 Telephone (253) 297-0537 Ext. _____
 Email vic.pennington@southkingfire.org

PETITIONER IAFF Local 2024
 Contact Ryan Herrera
 Title President
 Address 6633 Elizabeth Loop SE
 City, State, ZIP Auburn, WA 98092
 Telephone (253) 297-0537 Ext. _____
 Email pres@iaff2024.org

CURRENT BARGAINING REPRESENTATIVE

If one exists IAFF Local 2024
 Contact Ryan Herrera
 Title President
 Address 6633 Elizabeth Loop SE
 City, State, ZIP Auburn, WA 98092
 Telephone (253) 297-0537 Ext. _____
 Email pres@iaff2024.org

TYPE OF REQUEST Select ONE of the following.

- RECOGNITION** to be certified as the representative of employees currently unrepresented.
- INCLUSION OF UNREPRESENTED EMPLOYEES** to have a group of employees added to an existing bargaining unit as described in WAC 391-25-440.
- CHANGE OF REPRESENTATIVE** to be certified as the representative of employees currently represented by another organization.
- DECERTIFICATION** to no longer be represented by the current organization.
- EMPLOYER PETITION** a determination by the commission according to WAC 391-25-090.

BARGAINING UNIT

Department or Division Fire Prevention
Number of Employees in Bargaining Unit 1
Describe the existing or proposed bargaining unit:

All full-time and regular part-time apparatus mechanics, fire plans examiners, and facilities maintenance employees employed by South King Fire & Rescue, excluding confidential employees, clerical employees, and all other employees.

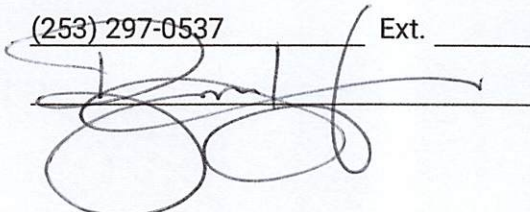
Collective Bargaining Agreement (CBA):

If one exists, the bargaining unit's most recent collective bargaining agreement must be filed with this petition.
CBA Expiration Date December 31, 2023

SHOWING OF INTEREST The showing of interest cards are confidential and are filed ONLY with PERC.

The petition must be filed with a showing of interest indicating support of at least 30 percent of the employees in the bargaining unit. Showing of interest cards may be submitted electronically, provided the copy is legible.

AUTHORIZED CONTACT FOR PETITIONER

Name Ryan Herrera Title IAFF Local 2024 President
 Address 6633 Elizabeth Loop SE City, State, ZIP Auburn, WA 98092
 Telephone (253) 297-0537 Ext. _____ Email pres@iaff2024.org
 Signature  Date 03/17/2020



SOUTH KING FIRE & RESCUE JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Non Exempt

DEFINITION AND SCOPE OF RESPONSIBILITIES:

The Administrative Assistant is a civilian position that primarily supports the Prevention Division including the Fire Marshal's Office and Community Affairs. In addition to reporting to the Fire Marshal, the position also supports other Division Chiefs, Managers, and staff as needed. Position maintains and performs data entry for Prevention functions including Tegriss and FireRMS. Maintains inspection and permit records for the FMO. Responsible for maintaining and accessing archived training records for South King Fire employees. Position serves as recording secretary for the JATC Committee and Department Safety Committees.

WORK WEEK AND HOURS:

This position regularly operates five days per week; (Monday – Friday), eight (8) hours per day. Regular work hours are 8:00 a.m. to 4:30 p.m. with two paid fifteen minute breaks and a half hour unpaid lunch. Hours worked in excess of 40 hours per week are paid at the overtime rate of

5. times (X) the regular hourly wage. Determination and changes to the work schedule is at the sole discretion of South King Fire & Rescue and the Fire Marshal.

SUPERVISION RECEIVED AND EXERCISED:

The Administrative Assistant reports directly to the Fire Marshal.

ESSENTIAL FUNCTIONS:

- **Fire Prevention administrative duties (not limited to):**
- Assists customers at the counter and on the phone.
- Assists the Assistant Fire Marshal with scheduling of inspections.
- Responsible for the efficient management of Tegriss. Performs data entry, updates system, and contacts system owners and contractors to ensure timely filing of reports and gain Fire Code Compliance.
- Assists in the maintenance, update, and retrieval of fire investigation and occupancy records within FireRMS.
- Creates, maintains and provides reports as needed for Prevention Personnel.
- Scans Fire Prevention Plans to digital copy as needed.
- Creates and updates forms and the Fire Prevention inspection manual.
- **Operations administrative duties (not limited to):**
- Responsible for effective and efficient management of archived training records using

applicable software applications used by the district. Produces training hour reports and statistics for Supervisors, Labor and Industries and WA Survey and Rating Bureau.

- GI Benefit Reporting: Compiles applicable information and reports monthly to the Veterans Affairs office for apprentices receiving GI benefits, ensuring receipt of GI benefit payments.
- JATC Recording Secretary: Prepares monthly meeting agendas and minutes, Change of Status forms correlating with apprentice advancements, prepares payroll change forms, quarterly Labor & Industries RSI & OJT reports. Reports monthly to the Veterans Affairs office for apprentices receiving GI benefits, ensuring receipt of GI benefit payments. Proctors written JATC tests and prepares all documents for advancements approved by the SKFR JATC Committee.
- Safety Committee: Recording secretary for the Department Safety Committee. Prepares monthly agenda and meeting minutes, manages committee email requests and correspondence. Provides assistance during Labor & Industry and Safety Committee investigations as needed.
- Position may assist with the coordination of class registrations (outside of SKCFTC) for Operations and other represented labor groups.
- Position serves as a coverage backup to the Business Operations Division as business needs require.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Fire Department Policies and Procedures related to the position
- Modern office record keeping techniques and retention schedules
- Microsoft Office Suite (Outlook, Word, Excel) and SharePoint

Skills and Abilities:

- Basic computer skills with Microsoft Office
- Excellent oral and written communication skills
- Electronic and paper file management and record keeping skills
- Ability to multitask and sort multiple priorities under strict time frames and deadlines and ability to adapt to changing needs
- Organize and develop procedures in a logical/methodical manner
- Demonstrate a strong sense of personal ethics in addition to a high degree of professional judgment and discretion.
- Ability to conduct research and find resources
- Troubleshoot and resolve issues in a timely manner; while applying seasoned judgment and problem solving skills.
- Establish and maintain effective working relationships with employees, supervisors, divisional heads, vendors and the public.

- Ability to work independently and within a team environment and be self-motivated.
- Maintain confidential and time sensitive information

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

Associate's degree (A.A) or equivalent from two-year College or Technical School.

5. years related experience and/or training; or equivalent combination of education and experience.

Desirable Qualifications:

Bachelor's degree in Public or Business Administration or a related field.

LICENSES AND OTHER REQUIREMENTS:

- Washington State Driver's license and driving record free of serious or frequent violations.
- Be insurable by Department insurance carrier.
- Must pass a District required criminal and credit background check. No felony convictions or disqualifying criminal histories.
- Must pass a drug screening

TOOLS AND EQUIPMENT USED:

Personal computers including word processing and spreadsheet software, printers, laptops, telephone, related communications equipment, copier, fax machine, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is frequently required to walk, stand, sit, talk and hear. Occasionally requires lifting or moving equipment up to 25lbs or more, with or without assistance. Frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus

WORK ENVIRONMENT:

Employee works indoors. The work environment and noise level is typical of those encountered in a small administrative office setting. The noise at times may become moderately noisy to loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

From: [Local 2024 President](#)
To: [PERC, Filing \(PERC\)](#)
Subject: E1 Petition - Inclusion of Unrepresented Employees
Date: Wednesday, March 18, 2020 11:56:54 AM
Attachments: E-1 FFPE Petition Inclusion of Unrepresented Employees.pdf
Show of Interest - DeliaFjelstad.pdf
SKFR ADMIN ASST PREVENTION Revised_June 2019.pdf

To whom it may concern,

IAFF Local 2024 recently organized employees in our fleet, facilities, and fire prevention division (PERC Decision 12990 – Dated 04/42/2019). Those positions include fleet mechanics, facilities personnel, and a fire plans examiner assigned to the prevention division located in Federal Way City Hall. The attached petition is intended to include an unrepresented clerical employee into the existing bargaining unit. The clerical worker currently has the title of Administrative Assistant Prevention (job description attached) and is also assigned to the prevention division located in Federal Way City Hall.

Please let me know if you have any questions or need any additional information.

Respectfully,
Ryan Herrera
President - IAFF Local 2024
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www.facebook.com/iafflocal2024
(c) 253.297.0537