

## **Position Announcement West Crescent Fire District**

The West Crescent Fire District is looking for a professional and highly-motivated person to perform custodial services and to maintain fire district buildings, grounds and equipment. Must have good communication skills, the ability to manage several projects simultaneously, be flexible with work hours when necessary. Prior experience preferred and all candidates must have clean driver's license. Employment application and job description can be found on the district website at [www.westcrescentfire.com](http://www.westcrescentfire.com) or by emailing Fire District Secretary Arthur Hunsinger at [wcfdsec@nycap.rr.com](mailto:wcfdsec@nycap.rr.com)

**Please send application, cover letter & resume to Arthur Hunsinger via email at [wcfdsec@nycap.rr.com](mailto:wcfdsec@nycap.rr.com)**

### **Position Announcement Station Keeper/Maintenance Person**

**Full Time (40 hours/week) hourly position, commensurate with experience. Benefits available (health and disability insurance, vacation, sick days, holidays, retirement).**

#### **Qualifications/Requirements:**

- Minimum High School diploma or equivalent
- Relevant work or experience
- Pass District Physical, able to lift objects weighing 70 lbs.
- Preference given to those candidates at least 21 years of age
- Ability to understand and carry out instructions.
- Ability to deal with the public and work successfully with other employees and members of the Fire Department.
- Familiarity with equipment found in fire stations.
- Experience with cleaning and light building maintenance.
- Ability to perform minor mechanical repairs.
- Initiative, resourcefulness and good judgement.
- Basic computer knowledge for data entry.
- Hold a valid NYS vehicle operator's license. A CDL-B license will be required within six (6) months of employment, to include Air Brake Endorsement. Driver's license will be enrolled in the NYS License Event Notification Service. License acceptable to Fire District's insurance carrier
- Background check for Arson Conviction and Sex Offender Registry.
- Preference may be given to an active SCBA qualified member in a local fire department.
- Need to be CPR/AED Certified

### **General Statement of Duties and Responsibilities:**

- Performs work under the general direction of the Building Committee Chairman and Fire District Secretary, as directed by the Board of Fire Commissioners
- Maintain Fire District buildings, grounds and equipment.
- Provide custodial type services at District Office and firehouse
- Other duties as assigned and approved by the Board of Fire Commissioners
- Within one (1) year of hire date, must be a qualified driver and pump operator on all District vehicles. (Training will be permitted on District time).

### **Examples of Work to be performed:**

- Mowing and trimming of lawns, pruning and mulching, rake and remove leaves/debris as necessary.
- Custodial type services including but not limited to: mopping, vacuuming, washing, scrubbing, cleaning windows, buffing, carpet cleaning, and garbage removal.
- Paint interior/exterior of buildings as needed; power wash exterior buildings as necessary.
- Responsible for maintenance and upkeep of vehicles and equipment provided by the Board of Fire Commissioners to complete duties.
- Assist in the coordination of fire apparatus and equipment. Clean, fuel, maintain and transport apparatus and equipment as necessary.
- Assist in coordination of various equipment testing (i.e. hose, ladder, pump).
- Create written correspondence, generate maintenance records as necessary, enter data into fire district software and create reports as needed.