

Position Announcement Greenfield Fire District

The Greenfield 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.greenfieldfd.org.

Please send application, cover letter & resume to Joyce Petkus, District Administrator via email at Jpetkus@greenfieldfd.org or regular mail to Greenfield Fire District, P.O. Box 103 Greenfield Center, NY 12833 no later than March 1, 2016.

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

Basic computer skills

Pass District Physical, able to lift objects weighing 70 lbs.

Willing to respond for emergencies and snow removal

Preference given to those candidates at least 21 years of age

Must possess and maintain a valid NYS Driver's license (CDL preferred) acceptable to District's insurance carrier

During period of employment, may not serve as Greenfield Fire District Chief.

General Statement of Duties and Responsibilities:

- Performs work under the general direction of the District Administrator, as directed by the Board of Fire Commissioners
- Maintain Fire District buildings, grounds and equipment.
- Provide custodial type services at District Office and firehouses
- 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.

- Removal of snow and ice by plow, snow blower and shovel as needed. Snow and ice removal to be done off hours when three (3") inches of snow has fallen or at the direction of the District Administrator or the Board of Fire Commissioners.
- Custodial type services including but not limited to: mopping, vacuuming, washing, scrubbing, cleaning windows, buffing, carpet cleaning, 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.

GREENFIELD FIRE DISTRICT

**P.O. Box 103
13 S. Greenfield Road
Greenfield Center, NY 12833
(518) 893-0723**

APPLICATION FOR EMPLOYMENT

Date of Application _____

Position Desired _____ Salary Range _____

Last Name _____ First _____ Middle _____

Address _____
(Street) (Town) (State) (Zip)

Home Phone _____ Alternate Phone _____ E-mail _____

Are you eligible for employment in the United States? _____

Have you ever been convicted of any crime (felony or misdemeanor)? _____
If yes, please explain. _____

EDUCATION

School	Name/Location of School	Course of Study	Dates Attended	Did you Graduate?	Degree or Diploma
High School					
College					
Other					

REFERENCES

Name	Title	Address and Phone Number

Describe any special skills, knowledge or certifications you may possess that you feel is relevant to employment:

EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employment:

Employer:	Telephone:
Address:	Employment Dates:
Name of Supervisor:	Hourly Rate/Weekly Pay:
Position duties:	Reason for Leaving:

Employer:	Telephone:
Address:	Employment Dates:
Name of Supervisor:	Hourly Rate/Weekly Pay:
Position duties:	Reason for Leaving:

Employer:	Telephone:
Address:	Employment Dates:
Name of Supervisor:	Hourly Rate/Weekly Pay:
Position duties:	Reason for Leaving:

I affirm under penalties of perjury that all statements made on this application are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from employment and/or lead to revocation of my employment.

X _____ Date _____
 Signature of Applicant