

## Position Announcement Greenfield Fire District

The Greenfield Fire District is looking for a professional and highly-motivated person to perform custodial services and maintenance of fire district buildings, grounds and equipment. Must have good communication skills, the ability to manage several projects simultaneously, and 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](http://www.greenfieldfd.org).

**Please send application, cover letter & resume to Joyce Petkus, District Administrator via email at [Jpetkus@greenfieldfd.org](mailto:Jpetkus@greenfieldfd.org) or regular mail to Greenfield Fire District, P.O. Box 103 Greenfield Center, NY 12833 no later than Sunday, December 11, 2022.**

### 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 (including, but not limited to knowledge in basic electrical, plumbing and construction).

Basic computer skills.

Able to lift objects weighing 70 lbs.

Willing to respond for emergency repairs and snow removal.

Must be at least 21 years of age and 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.

Preference given to applicants with a minimum of two years' experience in building, grounds and small engine maintenance and repair.

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

- Performs work under the general direction of the Purchasing Agent, 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, ***including during holidays/off-hours***, and/or at the direction of the Purchasing Agent 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.

<b>Job title</b>	<i>Maintenance</i>
<b>Reports to</b>	<i>The Board of Fire Commissioners</i>

### **Job purpose**

The station keeper is responsible for completing assigned tasks on Fire District property.

### **Duties and responsibilities, including but not limited to:**

- Maintain the grounds at all stations and the district office
- All snow clearance at all stations and district office
- Drive apparatus and equipment to and from repair and maintenance locations
- General cleaning of common areas, i.e. bathrooms and kitchens at all stations and district office
- Repair of firefighting equipment as assigned
- Repair and maintenance of all four stations and district office
- Assists with various equipment testing
- Minor maintenance of vehicles as needed
- Pump maintenance of brush trucks
- Small engine maintenance

### **Additional Duties and Responsibilities May Include (if assigned)**

- Any other duties as assigned by the BoFC

### **Qualifications and Experience**

- Knowledgeable in basic electrical, plumbing, construction and engine maintenance and repair
- A minimum of two year's experience in building, grounds and small engine maintenance and repair.
- Must have a valid NYS DL

### **Working conditions**

Special working conditions may include a range of circumstances from regular evening and weekend work as well as traveling to meetings and work in all four of the District fire stations.

### **Physical requirements**

The job may require moving and lifting objects weighing 70 lbs. as well as flights of stairs

**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:

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

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

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

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