

Halfmoon – Waterford Fire District No. 1
Halfmoon, New York



Earl McMahon,
Chairman

Anthony Bonventre,
Chief

Commissioners:
David Cuoco
John D'Alessandro
Peter Semenza
Christopher Putnam

HALFMOON WATERFORD FIRE DISTRICT #1
Position Announcement

The Halfmoon-Waterford Fire District #1, is looking for a professional and highly-motivated person to perform custodial services and maintain District buildings, grounds, and equipment.

Candidates for this position must have good communication skills, the ability to manage several projects simultaneously, and be flexible with work hours when necessary. 3 years prior experience is preferred and all candidates must have a clean driver's license.

Employment application and job description can be found on the district website at www.halfmoonfire.org. Please send application, cover letter & resume to Paul McInerney, District Administrator. via email at pmcinerney@halfmoonfire.org or regular mail to Halfmoon-Waterford Fire District #1, P.O. 276, Waterford, NY 12188 no later than 9/1/2022.

Job description:

Maintenance Support Position

Full Time (40 hours/week) hourly position. Details of schedule are flexible and will be arranged with the Board of Commissioners. Compensation will be determined based on experience. New York State Retirement offered.

Qualifications/Requirements:

Minimum of High School diploma or equivalent

Relevant custodial and/or maintenance experience

Basic computer skills

Ability to pass District Physical, including lifting objects weighing up to 70 lbs.

Snow and ice removal experience.

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.

General Statement of Duties and Responsibilities:

- Perform work under the general direction of the Board of Fire Commissioners
- Maintain District buildings, grounds, and equipment
- Acquire and maintain knowledge and understanding of building systems

315 Middletown Road, Waterford, New York, 12188
Phone: (518) 371-7571 / Fax: (518) 371-6400
BOC@halfmoonfire.org

- Provide custodial type services at District buildings
- Other duties as assigned and approved by the Board of Fire Commissioners

Examples of Work to be performed:

- Mowing and trimming of lawns, pruning and mulching, raking and removing leaves/debris
- Removal of snow and ice by plow, snow blower, and shovel. Snow and ice removal to be done off hours at the direction of the Board of Fire Commissioners.

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
- 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