

**BOARD OF FIRE COMMISSIONERS  
NORTH CASTLE FIRE DISTRICT No. 2  
400 BEDFORD ROAD, P.O. Box 188  
ARMONK, NY 10504-0188**

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## **JOB POSTING**

**Date:** October 15, 2019

**To:** All Interested parties

**Subject:** Caretaker position

North Castle Fire District 2 is seeking to hire a Caretaker-part time for the Armonk Firehouse located at 400 Bedford Road in Armonk NY. Duties are attached, additional information is below:

**Salary:** \$20.00 per hour

**Work hours:** 20 per week

**Work days:** Weekdays

Anyone interested should submit a resume addressing the requirements on the attached Caretaker description to the Board of Fire Commissioners, PO Box 188, Armonk, NY. Resumes can also be dropped off in the Radio room in the Commissioners mailbox.

Deadline for applicants is Monday November 11, 2019 at 5pm.

Additional copies of this announcement are located in the Radio room at the Firehouse.

Any questions, please contact Fire District Secretary Bruce Wuebber.

## CARETAKER

**GENERAL STATEMENT OF DUTIES-** Performs general and semi-skilled maintenance and facility up keep and cleaning.

**DISTINGUISHING FEATURES OF THE CLASS-** Under supervision, incumbents of this class are responsible for routine manual work requiring efficient performance of simple cleaning and building maintenance tasks. Duties may also involve minor repair tasks. Work is performed according to a well established routine. When the operation of a heating/cooling system is involved the work required is of an elementary nature. Supervision is not usually a responsibility of this position.

### **JOB DUTIES AND FUNCTIONS:**

- Routine and preventative building maintenance
- Coordination of outside contractors or vendors as it pertains to the duties and work tasks described, including but not limited to meeting/allowing access to contractors for facility or fleet maintenance
- Set thermostats to control heating and/or air conditioning
- Sweep, mop and wax floors, wash windows, dust /polish furniture and perform other cleaning duties within the facility.
- Clean lavatories, showers and kitchen
- Clean apparatus floor
- Deliver packages ,mail and messages
- Requisition supplies through supervisor
- Perform minor repairs to furniture, electrical fixtures, windows and shades, locks, faucets, heating system and other equipment
- Report the need for major repairs to supervisor
- Check doors and windows to see that they are closed or locked where proper
- Move and arrange chairs, tables, and other furniture or equipment as directed by supervision
- Empty trash cans and recycling
- Laundering of towels, etc. (Not Firefighter Turn Out Gear)
- Monitor and document diesel fuel use

### **REQUIRED KNOWLEDGE, SKILL, ABILITIES and ATTRIBUTES:**

- Good communication skills, both face to face and utilizing digital media
- Ability to perform a variety of routine cleaning and maintenance tasks
- Ability to understand and follow simple oral and written directions
- Ability to make semi-skilled plumbing, electrical, carpentry and mechanical repairs
- Thoroughness and reliability in task completion and performance

### **MINIMUM ACCEPTABLE and TRAINING EXPERIENCE**

- Ability to read and write
- Emergency vehicle operations training, preferred
- Experience as a firefighter ,preferred