



## Long Hill Fire Department

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5400 Main St  
Trumbull, CT 06611  
203-452-0779

### **Fire District Facilities Specialist** **Long Hill Fire District – Trumbull, CT**

The Long Hill Fire District, located in Trumbull, CT, is seeking a Fire District Facilities Specialist who is excited to join our team. Our successful Fire Facilities Specialist will be responsible for the following:

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#### **Building Maintenance**

- Act as the emergency contact for District facilities and coordinate repairs 24/7 as necessary
- Oversee interior and exterior maintenance, cleaning, and repair of fire station buildings (facilities), and associated preventive maintenance of systems, including but not limited to HVAC, sprinklers, plumbing, electrical systems, elevator, other infrastructure, and structural integrity
- Conduct weekly facility inspections to identify safety hazards, structural issues, or needed repairs and ensure compliance with safety regulations
- Maintain non-emergency communication systems and networks within the stations (e.g., internal phone systems, IT infrastructure, intranet)
- Maintain inventory for facility supplies, tools, and non-emergency equipment (e.g., cleaning materials), including asset tagging as needed
- Ensure snow and ice removal is timely so emergency responder fire station access is uninterrupted during winter storms

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#### **Vendor Management**

- Develop and manage vendor contracts, including drafting scopes of work and updating them yearly or as needed
  - Manage relationships with vendors and contractors for maintenance, janitorial services, and other facility-related services
  - Conduct periodic evaluations of vendor performance
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### Reporting and Other Tasks

- Track and provide weekly updates for repair and other requests
- Provide weekly reports on facilities and maintenance for leadership review
- Work closely with officers to develop a plan for repairs and provide yearly updates for the district operating budget
- Work on initiatives related to sustainability (e.g., energy efficiency, waste reduction) within the fire department's facilities
- Assist in the development and implementation of long-term strategies for facility upgrades, renovations, or new building construction in collaboration with senior leadership, including the ongoing management of a Capital Expenditure (CapEx) plan
- Liaise with Commissioners and LHFD line officers for implementation of associated OSHA, ISO, or other regulatory requirements as deemed necessary (e.g., maintenance of MSDS sheets, etc.)

*This is not a complete list of requirements; there will be ad hoc requests. Position will require coordination with Fire District Equipment Manager.*

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### Qualifications

- Q endorsement acceptable; CDL-B preferred
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### Job Type

- Part Time
  - 24 Hours per week
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### Salary

- \$28 – \$31 per hour
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### Application Dates

- **Open Date:** Thursday, July 24, 2025
  - **Close Date:** Tuesday, August 12, 2025
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### Additional Information

As an applicant for employment, you are a consumer with rights under the Fair Credit Reporting Act. As part of the employment process, including for determinations related to initial employment, the District may obtain from a consumer reporting agency a consumer report and/or investigative consumer report on you as defined by the Fair Credit Reporting Act.

In addition, any offer of employment is subject to the applicant successfully passing a pre-employment drug test and physical.

Applicants must be citizens of the United States or must present proper authorization to work in the United States by the closing date.

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### Equal Opportunity Employer

The Long Hill Fire District is proud to be an Equal Opportunity Employer.



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### APPLICATION SUBMISSION INSTRUCTIONS

Please submit your completed application, **cover letter**, and **resume** by **Tuesday, August 12th, 2025**, using one of the following methods:

**Email:** [dsherwood@longhillfd.com](mailto:dsherwood@longhillfd.com)

**USPS:** Long Hill Fire Department, 5400 Main St, Trumbull, CT 06611

**In Person:** Long Hill Fire District Office. 5400 Main St, Trumbull, CT 06611

Monday-Friday 7 am – 2 pm