



Alta Fire Protection District
P.O. Box 847
33950 Alta Bonny Nook Road
Alta CA 95701-0847
(530) 389-2676 (Business Office)
(530) 389-8244 (Station 98)

Directors
Ed Snider
Collin McSorley
Tim Johnson
Cornell Davis
Christine Miller

JOB OPENING: FACILITY MANAGER

The Board of Directors of the Alta Fire Protection District is currently seeking to fill the position of Facility Manager. This is a paid position with a pay of \$22-\$32 per hour (depending on experience) and a limit of 18-25 hours per month. Please mail your resume to the Fire Station (address below)

The ideal candidate would have experience in the following duties:

Interior areas to be maintained:

Community Hall	Restrooms
Kitchen	BOD meeting room
Barracks	Hallway & Lobby

Areas to be maintained by request:

Apparatus Room	Chief's Office
District Clerk's Office	

Duties included but not limited to:

Community Hall: Set up & put away tables & chairs for monthly & special events	Inspect Hall within 24 hours of an event for damage & cleanliness / clean hall as directed	Make sure heater & AC are turned down & lights are off after each event
Clean out refrigerator after events	Report any violations to the District Clerk	
Floors: sweep & damp mop / strip, wax and buff floors as needed	Windows: wash all windows & front door	Bathrooms: fill soap & paper towel dispensers, empty trash, maintain toilets & sinks
Maintain housekeeping supply inventory	Keep janitors closet clean	Empty garbage cans
Dumpster: monitor & call for service	Propane: monitor and notify District Clerk if low.	Spot cleaning of woodwork, walls, and doors
Update Marquee	Replace light bulbs	General building maintenance above cleaning duties as needed
Snow Removal: around walkways etc		

Letters of interest & Resume stating knowledge and experience necessary to complete duties should be submitted no later than October 15, 2021

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PO Box 847, Alta CA 95701