



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
Karen Calvert
Deej Beané
Cornell Davis
Christine Miller

December 10, 2018

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 \$25.00 hourly wage and a limit of 24 hours per month. The ideal candidate would have experience in the following duties required of the position of Facility Manager.

Interior areas to be maintained:

- Community Hall
- Kitchen
- Apartment
- All Restrooms
- Hallway
- BOD Meeting Room
- Lobby

Areas not included:

- Apparatus Room
- Chief's Office
- District Clerk's Office

Duties include but not limited to:

- Set up and put away tables & chairs as needed for monthly and special events
- Inspect hall within 24 hours of an event for damage and cleanliness and clean hall as directed
- Make sure heater is turned down and lights are off after all events
- Report any violations to District Clerk.
- Floor maintenance:
 - *Sweep and damp mop as needed-all areas
 - *Strip, wax and buff floors as needed-all areas
- Clean bathrooms
 - *Fill soap & paper towel dispensers
 - *Empty trash containers
 - *Maintain toilets and sinks
- Vacuum carpets & cob webs
- Maintain housekeeping supply inventory
- Clean out refrigerator after events
- Replace light bulbs
- General building maintenance above cleaning duties as needed.
- Wash windows and front doors as needed
- Keep janitors closet neat
- Empty garbage cans and wastebaskets.
- Spot cleaning of woodwork, walls and doors

Outside areas to be maintained:

- Parking lot
- Picnic area
- Apron of firehouse
- Walkways
- Building exterior and roof

Duties include but not limited to:

- Maintain clean parking lot
- Water system maintenance and irrigation system
- Landscape pruning and maintenance, including roses
- Propane compound and monitoring usage. Notifying Propane company when delivery is needed.
- Dumpster area and notifying Garbage company when the dumpster needs pick up.
- Weed spraying & removal
- Updating the marquee on the front of the building.

Letters of interest stating knowledge and experience necessary to complete duties should be submitted to the below address by January 25, 2019:

Alta Fire Protection District,
PO Box 847
Alta CA 95701