

## **FULL TIME FACILITIES & EQUIPMENT MANAGER POSITION AVAILABLE**

The **LEMONT FIRE PROTECTION DISTRICT** is seeking qualified applicants for the position of **FULL TIME FACILITIES & EQUIPMENT MANAGER**. Facilities & Equipment Managers are responsible for the care and maintenance of all District facilities, grounds and associated equipment to ensure effective and efficient operations within the Fire District.

### **DUTIES/RESPONSIBILITIES**

- Under the supervision of the Administrative Deputy Chief provides for the upkeep of all Fire District grounds/facilities and related equipment.
- Establishes and recommends priorities on repair projects and estimates the cost of the project.
- Performs maintenance and emergency repairs as required
- Establish a regular preventative maintenance program
- Additional duties/responsibilities listed in job description

### **QUALIFICATIONS**

- High School Diploma or G.E.D.
- Required previous experience in facilities and equipment maintenance and repair.
- Knowledge in the areas of plumbing, heating, air conditioning, electrical maintenance, carpentry, general facility/small equipment maintenance.
- Must be able to work independently and understand/carry out verbal and written instructions.
- Knowledge of basic computer use skills, such as Microsoft Word, Excel
- Ability to perform moderate to heavy physical labor for extended periods of time.

### **SALARY**

- Dependent upon qualifications, benefit package included.

### **APPLICATIONS/JOB DESCRIPTION**

May be printed from website, [www.lemontfire.com](http://www.lemontfire.com) or picked up, in person by applicant, at Lemont Fire District, Station 1, 15900 New Avenue, between 8:30 AM to 3:30 PM. Completed applications can be dropped off to: Lemont Fire Protection District, Attn: Deputy Chief John Truffa or emailed to [jtruffa@lemontfire.com](mailto:jtruffa@lemontfire.com) .

**Applications will be accepted until NOVEMBER 4, 2022, BY 4:00 PM**

The successful applicant, must upon offer of employment, pass a work-related physical including drug and alcohol testing.

**Lemont Fire Protection District is an Equal Opportunity Employer.**