



Town of Watertown Fire District

22825 County Route 67
Watertown, New York 13601

Phone (315) 788-9101
Fax (315) 788-9107
E-mail-Sec-Treas@twfdistrict.com

Board of Fire Commissioners Chairman
Arthur Cooley

May 12, 2022

PLEASE TAKE NOTICE OF JOB POSTING

The Town of Watertown Fire District is accepting applications for Firehouse Cleaner/Clerk from qualified firefighters. This position is part-time, 24 hours per week, with pay starting at \$16/hour. A copy of the job description is on the back of this announcement. An application may be picked up at the Fire District office during regular working hours. Call 315-788-9101 to set an appointment for pick up.

Resumes along with the completed job application will be received until 4:00 pm on June 3, 2022 at Station #1, 22825 County Route 67, Watertown, NY 13601

William L. Bamann
District Secretary-Treasurer

Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created **or any existing position in such service shall be reclassified**, the proposal therefore, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position **or the position to be reclassified**. Any such new position shall be created **or any such existing position reclassified** only with the title approved and certified by the commission.

Jefferson County Department of Human Resources
 Watertown, New York
NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position shall prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward one completed TYPED copy to the Jefferson County Department of Human Resources, Jefferson County Office Building 175 Arsenal St., Watertown, NY 13601

| | | |
|---------------|-----------------------------------|----------------------|
| 1. DEPARTMENT | BUREAU, DIVISION, UNIT OR SECTION | LOCATION OF POSITION |
|---------------|-----------------------------------|----------------------|

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Job Title: Cleaner

| PERCENT OF WORK TIME | Job Duty |
|----------------------|---|
| | Duties |
| | %of work time |
| 25% | Maintenance of apparatus to include light, tire pressure, and cleaning. |
| 25% | General maintaining of the three fire stations, to include yard work, mowing of lawns, raking, snow removal, waxing, and vacuuming. |
| 10% | Department record keeping, to include fire reports, building, maintaining fire district owned equipment inventory, and maintaining it's accounts. |
| 5% | Transporting apparatus for repairs. |
| 5% | Placement of equipment on apparatus. |
| 5% | SCBA bottle filling and SCBA maintenance & testing. |
| 5% | Answer phones & recording messages. |
| 10% | Assist with recreation hall cleaning and tables & chairs. |
| 10% | Public relations, knox box implementation, and any other public relations. |