



**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

June 8, 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.

**Interior areas to be maintained:**

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

**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
- 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
- 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
- Wash windows and front doors as needed
- Maintain housekeeping supply inventory
- Keep janitors closet neat
- Clean out refrigerator after events
- Empty garbage cans and wastebaskets.
- Replace light bulbs
- Spot cleaning of woodwork, walls and doors
- General building maintenance above cleaning duties as needed.

**Outside areas to be maintained:**

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

**Duties include but not limited to:**

- Maintain clean parking lot
- Weed spraying & removal
- Water system maintenance and irrigation system
- Updating the marquee on the front of the building.
- 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.

**Letters of interest should to be submitted to the below address by June 22, 2018:**

Alta Fire Protection District,  
PO Box 847, Alta CA 95701