

**Watch Hill Fire District**  
**Part Time Maintenance Manager**

**Job Description:** Perform routine and preventative maintenance tasks for properties owned by the Watch Hill Fire District (“FD”) including parking lots, carousel and bathhouses, docks and piers, seawalls, beaches, park, restrooms and other grounds, to ensure efficient operation of properties.

**Responsibilities:**

- conduct regular inspections of all properties, especially during summer weekends, to ensure smooth and safe operations
- perform routine repair tasks such as carpentry, painting, minor electrical repairs, plumbing, and other related activities
- assist with tasks required to open and close assets for the season
- maintain functioning of seawall drains, remove large debris from beach and monitor overall cleanliness of the village
- direct and review the work of outside vendors and contractors as needed
- keep accurate and timely maintenance and repair records for all properties
- make recommendations regarding maintenance and cost saving measures
- assist in carrying out Emergency Preparedness Plans prior to storm or other emergency events
- Operate a FD issued vehicle during the performance of maintenance and repair related work

**Hours:** 10-15 hours per week May to September, including weekends. Mutually agreed upon project-oriented hours off season.

Please send resume and/or qualifications to [watchhillfd@gmail.com](mailto:watchhillfd@gmail.com)