

Greenfield Fire District Employment Opportunity

Applications are Being Accepted for the Position of Director of Purchasing

Send application,
or cover letter &
resume to:

Joyce Petkus, District
Administrator via
email to:
jpetkus@greenfieldfd.org

or regular mail to:

Greenfield Fire District
Attn. District Admin.
P.O. Box 103,
Greenfield Ctr., NY 12833

**RESUMES
&/or
APPLICATIONS
ACCEPTED
UNTIL POSITION
IS FILLED.**



Examples of Duties and Responsibilities:

- Responsible for all RFP's (e.g. sealcoating, heating oil, propane)
- Purchase, store and arrange delivery of all necessary sundries for each of all buildings e.g. water, paper towels, soap)
- Coordinates with Maintenance Employee(s) as necessary
- Arranges various annual inspections and maintenance, including, but not limited to: generator inspections, carpet cleaning, air compression inspection, aerial inspection, pump, hose, ladder and SCBA testing, etc. as necessary.
- In coordination with the District Chief and BoFC, and as necessary, arranges appointments and transports of district apparatus for various annual inspections, maintenance and repairs.
- Conducts and maintains inventory, maintenance, testing, repair and distribution of all fire district property as needed, (e.g. radios, PPE, pagers, gas meters) via district authorized software program(s)
- Arranges for uniform fittings
- Tracks Procurement budget line items, reporting variances to BoFC and Treasurer to ensure spending is within budgetary limits and advises BoFC and Treasurer as needed if transfers between accounts are necessary.
- All aspects of purchasing and receiving of goods approved by the BoFC to be purchased, including competitive bidding, acquiring quotes, assigning purchase order numbers, accurately receiving goods and forwarding invoices and other required documentation to Treasurer for payment.
- Assists EMS Coordinator with EMS purchasing as necessary
- Manages IT (with training as needed) and assists Operations Secretary with I AM Responding system (IAR)
- Attends various trainings related to purchasing and acquisitions

- The Director of Purchasing performs a wide variety of functions relating to the material needs and possessions of the Fire District

- The job may require moving and lifting objects weighing up to 50 (e.g. station supplies) as well as flights of stairs

- Special working conditions include a range of circumstances from regular evening/weekend work as well as traveling to meetings/training, and work the four District fire stations

- The Fire District Director of Purchasing is appointed annually

Preferred Qualifications and Experience:

- Proficient in MS Word, Excel and PowerPoint, QuickBooks or other accounting software program
- Familiarity with the appropriate laws governing a NYS Fire District
- Associates degree in a business field and/or a minimum of three years' experience in a procurement position

Additional Requirements:

- Must qualify for bonding.
- Must take and file an annual oath of office.
- Must be a resident of the fire district unless no qualified resident of the fire district is willing to perform the duties of the Director of Purchasing.
- Must have valid NYS driver's license and be enrolled in NYS DMV/LENS program. CDL preferred.

GREENFIELD FIRE DISTRICT

P.O. Box 103
13 S. Greenfield Road
Greenfield Center, NY 12833
(518) 893-0723

APPLICATION FOR EMPLOYMENT

Date of Application _____

Position Desired _____ Salary Range _____

Last Name _____ First _____ Middle _____

Address _____
(Street) (Town) (State) (Zip)

Home Phone _____ Alternate Phone _____ E-mail _____

Are you eligible for employment in the United States? _____

Have you ever been convicted of any crime (felony or misdemeanor)? _____
If yes, please explain. _____

EDUCATION

| School | Name/Location of School | Course of Study | Dates Attended | Did you Graduate? | Degree or Diploma |
|-------------|-------------------------|-----------------|----------------|-------------------|-------------------|
| High School | | | | | |
| College | | | | | |
| Other | | | | | |

REFERENCES

| Name | Title | Address and Phone Number |
|------|-------|--------------------------|
| | | |
| | | |
| | | |

Describe any special skills, knowledge or certifications you may possess that you feel is relevant to employment:

EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employment:

| | |
|----------------------------|--------------------------------|
| Employer: | Telephone: |
| Address: | Employment Dates: |
| Name of Supervisor: | Hourly Rate/Weekly Pay: |
| Position duties: | Reason for Leaving: |

| | |
|----------------------------|--------------------------------|
| Employer: | Telephone: |
| Address: | Employment Dates: |
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| | |
|----------------------------|--------------------------------|
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| Address: | Employment Dates: |
| Name of Supervisor: | Hourly Rate/Weekly Pay: |
| Position duties: | Reason for Leaving: |

I affirm under penalties of perjury that all statements made on this application are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from employment and/or lead to revocation of my employment.

X _____ Date _____
Signature of Applicant