



## MONROE TOWNSHIP FIRE DEPARTMENT

“At Your Service Since 1949”

PO Box 88, 315 S Ferguson St

Henryville, IN 47126

Ph: 812-294-1738 Fax: 812-294-1222

[www.mtvfd.com](http://www.mtvfd.com)



### **Position Announcement: Seeking Custodian / Maintenance Staff**

The Monroe Township Fire Department (MTVFD) Board of Directors have determined that a need exists for the addition to staff for a full-time paid Custodian / Maintenance Personnel. This addition to the MTFD suite of personnel and services will allow MTVFD to increase support to the community and surrounding mutual-aid areas.

The successful candidate will have:

- Valid Indiana Driver's License.
- Clean / Verifiable Driving Record.
- A High School Diploma or Equivalent.
- No Alcohol / Drug / Substance Abuse.
- Ability to Drive and Operate All Department Equipment.
- Ability to Lift Heavy Objects (50 - 75 pounds).
- Minimum: Current Fire Fighter Mandatory Certification -AND- Emergency Medical Responder (EMR) Certification.
- Desired: Current Fire Fighter I or Fire Fighter II Certification -AND- Emergency Medical Technician (EMT) Certification.

A partial summary of the job duties includes, but is not limited to, the following:

- Driver of Department Apparatus.
- Assist with / Respond to Fire Fighting Situations.
- Assist with / Respond to Emergency Medical Situations.
- General inspection and maintenance of all Department Equipment and Apparatus.
- General inspection and maintenance of the Department support equipment such as; SCBA, power saws, air compressors, generators, portable radios, portable lights.
- General custodial and maintenance of the Department's three (3) individual station facilities. This includes, but is not limited to; trash removal, floor cleaning / mopping, kitchen and restroom cleaning, supply inventory and storage, painting and yard work.

Additional training or certification may be required following the successful hire and on-boarding period.

Please submit an application or letter of intent, including a copy of your qualifications and certifications to:

Monroe Township Fire Department (MTFD) Board  
C/O Department Chief, Monroe Township Fire Department (MTFD)  
315 South Ferguson Street  
PO Box 88  
Henryville, IN 47126

Additional Information:

Station One Headquarters is located in Henryville, at 315 South Ferguson St, Henryville, IN.

Station Two is located at 22808 Highway 31, Underwood, IN.

Station Three is located at 805 Henryville-Blue Lick Road, Henryville, IN.

Department Apparatus includes:

- Engine 21
- Engine 22
- Engine 23
- Engine 24
- Rescue 21
- Tanker 21
- Tanker 22
- Tanker 23
- Brush 21 / ATV 21
- Brush 22 / ATV 22
- Brush 23 / ATV 23
- Utility 23

Sample Job Activity Lists:

Facility

Review and Address “Open” Squawk Sheet Items

General: Ensure Proper Storage and Placement of all Station Items

Cleaning

Floors:

Vinyl; Dry and Wet Mop  
Carpet; Vacuum

Kitchen:

Clean Counter Tops  
Clean Appliances; Stove / Refrigerator / Microwave  
Clean Sinks  
Restock Paper Goods / Soaps

Bathrooms:

Clean Counter Tops  
Clean Sink / Toilet / Shower  
Restock Paper Goods / Soaps

Offices:

Dust and Vacuum

Meeting Room(s):

Clean Meeting Table Tops and Chairs

Apparatus Bay Floors:

Dry Broom  
Wash and Squiggy

Gear Lockers:

Dust and Vacuum

Lighting

Inspect and Replace as Needed

Apparatus

Review and Address “Open” Squawk Sheet Items

Apparatus Check Sheets

Vacuum Interior (Dust) as Needed

Wash and Dry as Needed

### Equipment

- Review and Address "Open" Squawk Sheet Items
- Ensure Equipment is Located in Proper Place
- Inspect Hand-Held Radio Equipment (Proper Charge / Location)
- Apparatus Equipment to be Addressed Under "Apparatus / Apparatus Check Sheets"
- Air Compressors; Inspect / Drain / Check Oil
- Chain Saws; Inspect / Check Fluids
- Inspect and Address any Air Cylinder Items as Needed

### Landscape / Exterior

- Review and Address "Open" Squawk Sheet Items
- Sweep Entry Ways
- Remove Branches / Brush / Trash as Needed