



BEDFORD VILLAGE BOARD OF FIRE COMMISSIONERS

550 Old Post Road, Bedford, NY 10506

Phone: 914-234-3133 Fax: 914-234-0625

Bedford Village Fire District Job Posting

Position: Caretaker

Available: Fall 2026

Role: The Bedford Village Fire District Caretaker (the “Caretaker”) position will be a 20-hour per week, part-time position. It will entail a combination of operational and administrative functions for the maintenance and service of the Bedford Village Fire District’s Fire House (Fire House) and the District apparatus and equipment. The District Caretaker will function as the central coordinator between the Fire District Board of Commissioners, Fire Department, and external partners including vendors, and service providers. This position will report directly to the Bedford Village Fire Commissioners.

Hours: The position will be approximately 20 hours per week (e.g. part-time employee under New York State employment statutes). As this position will require meeting with contractors, vendors and others accessing the Fire House there is a need to be flexible with timing during a standard work week of Monday through Friday. At the completion of each month, the Caretaker will prepare and submit a monthly report to the Board of Commissioners.

Requirements:

At least 21 years of age

Minimum High School Diploma, or GED-equivalent

Valid Driver’s License for New York State

New York State Residence

Successful completion of a background check

Ability to lift 40 lbs unassisted, and traverse stairs

General computer proficiency including MS Office Suite, and ability to learn in-house vendor software platforms

Enthusiastic, motivated, self-starter, with the ability to work with a diverse group of individuals with diverse backgrounds

For Veterans applying, proof of honorable discharge and DD-214 will be required.

Responsibilities: The Caretaker will be responsible for working with all parties associated with the building upkeep and apparatus and equipment maintenance.

- Serve as a liaison between District Members, Department Officers, and external agencies.
- Coordinate and document building and property maintenance including, but not limited to, HVAC, plumbing, electrical, technology and other systems.
- Communicate issues regarding building access control and room-level security permissions
- Coordinate and document apparatus repairs, maintenance, inspection and other necessary work with Board of Commissioners, Fire Chiefs, and vendors.
- Coordinate and document the maintenance of all District equipment and inventory, including but not limited to bunker gear, SCBA packs, cylinders, hoses, tools and related equipment.
- Assist with lifecycle-based replacement schedules for equipment.
- Manage all inventory movements using Department Management System
- Coordinate and oversee the cleaning of the Fire House by the professional janitorial company. Communicate concerns or issues to the Board of Commissioners.
- Ensure that the Fire House is kept sanitary and safe for all District Members, Fire Department Members, and guests.
- Coordinate with the other District employees to ensure completion of requisite tasks associated with District matters.
- Submit a written report on a monthly basis to report activities and arrangements related to the above responsibilities.
- Take on additional projects or tasks assigned by the Board of Commissioners.

Submit: Send cover letter and resume to the District Secretary at asour@bedfordvillagefiredistrict.com.

For more information: Contact the District Secretary at the above email address with any questions.