

## TRAINING TECHNICIAN (FIRE SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for developing and administering training and instruction to fire safety and fire fighting personnel. Responsibilities also include assisting in the coordination of Career Fire Academies for probationary personnel from jurisdictions throughout Westchester County, and designing training courses for corporate fire brigades. Assists in supervision over County and State Fire Instructors as well as support personnel during training sessions. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Manages student registration for fire related courses as well as work with NYS Office of Fire Prevention and Control within the outreach training system to coordinate training records management;

Provides instruction to organizations (fire departments, fire brigades, EMS, etc.) that use the Fire Training Center;

Maintains training schedules and coordinates the use of the training grounds, props, and classrooms;

Oversees the operation and maintenance of the drill yard and all field training props;

Oversees classroom equipment, including audio and visual components that require monitoring and maintenance;

Maintains some fire training equipment such as monthly thermal imaging camera battery replacement and calibration of 4-gas meters;

Completes various forms and reports and maintains detailed records of all training activities;

Coordinates and schedules instructor assignments for training classes;

Facilitates Career Fire Academy operations by scheduling and coordinating daily activities, and arranging the appropriate apparatus and equipment for training exercises;

Works with private industry to arrange fire brigade training;

Attends training classes and seminars as to keep abreast of changes in the field of fire training;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Basic principles of modern firefighting and fire prevention methods; knowledge of firefighting training theories and techniques; ability to develop specialized fire training programs; ability to present ideas and concepts clearly and effectively, both orally and in writing; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; good speaking voice and enunciation; good judgment; leadership; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school diploma or GED and either: (a) a Bachelor's Degree\* in Fire Science or closely related field and two years of paid or verifiable volunteer experience as a Firefighter or Fire Officer; or (b) a Bachelor's Degree\* and three year of experience as stated in (a); or (c) possession of New York Fire Service Instructor I certification and seven years of professional experience for which a primary focus of the position was the development, implementation or evaluation of firefighter training or fire protection services.

NOTE: Volunteer experience will require written verification from the volunteer agency. Part time experience will be pro-rated to a 35 hour work week.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT:

1. Possess and maintain a valid license to operate a motor vehicle in New York State, while in the title.
2. National Incident Management System 100,200 and 300
3. New York State or National Certification Fire Instructor I