

## FIRE TRAINING OFFICER (PART-TIME)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for developing and administering in-service training programs for firefighters. The incumbent will adhere to New York State Office of Fire Prevention and Control codes, guidelines and regulations. Supervision will be exercised over personnel undergoing training. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops, administers and provides fire in-service training and instruction to firefighting personnel in accordance with rules and guidelines established by the New York State Office of Fire Prevention and Control (NYS OFPC);

Works with the Chief to determine department training needs and State fire training courses to request;

Instructs company officers and firefighters in all phases of firefighting operations, including refresher courses as well as training for all new firefighters;

Formulates lessons plans; obtains and prepares teaching materials and develops training techniques; administers Department of Labor required training to new and current firefighters;

Gives instructions in all fire-related subjects with assistance from certified instructors in specialized fields;

Prepares assessment reports on firefighters being trained;

Develops and oversees driver training;

Maintains attendance records for all trainings;

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

Provides yearly safety training program in OSHA and Blood borne regulations;

Maintains records for fire districts' mandated courses pertaining to LO-SAP (Length of Service Awards Program);

Attends training classes and seminars as necessary 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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of firefighting principles, practices and equipment; thorough knowledge of the rules and regulations of the fire district and of the laws as outlined in the certification requirements as approved by the New York State Fire Training Program; good knowledge of the geography of the district; location of fire hydrants and water mains, and of major fire hazards located in the district; ability to present ideas clearly and effectively; ability to secure the cooperation of, and develop teamwork among officers and firefighters; 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: Five years of experience as a firefighter; two years of experience as an instructor of routine fire training skills at the company officer level; and certification by the New York State Fire Training Program as a New York State Fire Instructor Level 1 which requires completion of the following courses:

- a. Firefighter I;
- b. Apparatus Operator or Pump Operator;
- c. Truck Company Operations or Ladder Company Operations;
- d. Firefighter I, Introduction to Fire Officer or Preparing for Command;
- e. Fire Service Instructor I, Educational Methodology or Training Officer Workshop I and II.

SPECIAL REQUIREMENT: Possession of a valid driver's license to operate a motor vehicle in the State of New York.

Somers Fire District  
Village of Dobbs Ferry  
Village of Irvington  
Lake Mohegan Fire District  
J. C.: Non-Competitive  
Village of Rye Brook (Competitive, pending juris class change to N/C)

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Job Class Code: 0109