



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton M. Connard, SPHR  
Director

**TITLE:** FIRE TRAINING COORDINATOR (\*Provisional Appointment)

**SALARY:** \$40,951 - \$52,498 annually

**LOCATION:** Monroe County Department of Public Safety (Fire Bureau)

### **JOB SUMMARY:**

This position, located in the Department of Public Safety, Fire Bureau, is responsible for the coordination of firefighter and related public safety training in Monroe County. Duties include planning, coordinating, overseeing, scheduling, and presenting various training programs for Monroe County fire departments. The employee must successfully complete the Rescue Tech Basic Training and Awareness Level training for confined space, trench rescue, rope rescue, water rescue, and structural collapse during the probationary period. Failure to complete the training during probation will result in separation from the position. The employee reports directly to, and works under the general supervision of the Fire Coordinator or other higher-level staff member. General supervision is exercised over part-time Instructor-Fire Training staff. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree PLUS four (4) years paid full-time or its part-time equivalent experience coordinating firefighter training programs; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree PLUS (6) years of volunteer\*\* experience as a Fire Training Officer or in a training officer capacity at a fire department; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*\*Volunteer experience, for the purposes of these minimum qualifications, is defined as actual time spent in training, attending official department functions, or in responding to emergency situations as a member of a fire department. Time spent in fund-raising, parades, or social or sporting events will not be credited.

Volunteer experience must be documented by the participating agency and include employment dates. A signed letter of endorsement from the Fire Chief of your department, detailing your experience as a Fire Training Officer or in a training officer capacity must accompany your application.

### **SPECIAL REQUIREMENTS:**

Possession of the following certificates issued by the NYS Department of State, Office of Fire Prevention and Control, is required at the time of appointment:

1. Firefighter I, Basic Firefighter, Essentials of Firemanship, or Initial Fire Attack Certificate.

2. Fire Service Instructor I or Fire Instructor I Certificate or similarly named fire training certificate issued upon completion of a fire instructor's course.
3. Apparatus Operator-Pump or Pump Operator Certificate or similarly named fire training certificate issued upon completion of a pump operator's course.
4. Apparatus Operator Emergency Vehicles or Apparatus Operator-EVOC Certificate or similarly named fire training certificate issued upon completion of an emergency vehicle operator's course.

Possession of the following certificates of completion of the National Incident Management System (NIMS) Incident Command Systems (ICS) training programs at the time of appointment:

ICS-800	NIMS National Response Framework, An Introduction
ICS-700	NIMS An Introduction
ICS-100	NIMS Introduction to Incident Command System
ICS-200	NIMS ICS for Single Resources and Initial Action Incidents

Successful completion of the Rescue Tech Basic Training and Awareness Level training for confined space, trench rescue, rope rescue, water rescue, and structural collapse during the probationary period. Failure to complete the training during probation will result in separation from the position.

Must be a United States Citizen at the time of appointment.

**ADDITIONAL INFORMATION:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**Send Civil Service Applications, Resume, Cover Letter to:**

Samuel DeRosa, Fire Coordinator  
Monroe County Fire Bureau  
1190 Scottsville Road – Suite 203  
Rochester, NY 14624

**Posting Deadline:** February 6, 2013

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.