

## 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 coordinating the 17-week Fire Academy that is held twice a year for probationary personnel from jurisdictions throughout Westchester County, and designing training courses for corporate fire brigades. Supervision is exercised over County and State Fire Instructors as well as support personnel during training sessions. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

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

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

Develops training curriculum, manuals and other training aides for staff in the Communications Division;

Oversees the operation and maintenance of the burn simulator building and all field training props;

Provides fire safety training to schools and other organizations as part of an outreach program;

Develops fire training safety protocols for all training at the facility;

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

Coordinates and schedules instructor assignments for training classes;

Facilitates 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;

Assists in establishing and maintaining fee structures for industrial training;

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EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern firefighting and fire prevention methods; thorough knowledge of fire fighting training theories and techniques; thorough knowledge of state and local fire prevention laws and regulations; 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: Either: (a) a Bachelor's Degree\* in Fire Science or a related field and two years 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) six years of experience as a New York State Fire Instructor.

\*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.

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Job Class Code: C2236  
Job Group: X