

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 Career Fire Academy 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 the classroom equipment, audio and visual components of classrooms require monitoring and maintenance;

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 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: 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).

*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.