Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: FIRE TRAINING COORDINATOR, PART-TIME
(Provisional* Appointment)

SALARY: $26.01-$35.05 hourly

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.

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.
An Equal Opportunity Employer

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.

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. 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 position.

ADDITIONAL INFORMATION:
Visit: https://www.monroecounty.gov/hr-choosemonroe for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:
Applicants must be a resident of Monroe County or a contiguous county at the time of appointment. Contiguous counties are Orleans, Genesee, Livingston, Wayne and Ontario. Preference may be given to Monroe County residents

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(**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: March 24, 2025

Posting Deadline: Until Filled

*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) candidates on the examination list in order to be eligible for permanent appointment.

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