

FIRE EXPLORER POST ADVISOR

Code No.: 3-09-150
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for overseeing an Explorer post and associated programs at a fire district. Duties involve coordinating programs, serving as a liaison between the post and the post's participating organization, assigning projects to Fire Explorer Assistant Advisors (post officers), guiding their efforts, and training and assisting them in planning a program of activities. This position is registered with the Boy Scouts of America as the primary adult leader. The employee reports directly to, and works under the general supervision of a Fire Captain, Fire Chief, or other higher-level staff member. General supervision is exercised over Fire Explorer Assistant Advisors. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Coordinates schedules and ensures adequate staff coverage;

Develops post officers to lead, plan, make decisions, and carry out a program of activities over an extended period;

Encourages participation and support for the Explorer post from the participating organization, assistant Advisors, post committee, parents and other adults in the community;

Upholds the standards and policies of the participating organization and Learning for Life program;

Provides the necessary framework for protecting youth from abuse;

Seeks to cultivate within the members of the post a capacity to enjoy life and have fun through the Explorer experience;

Participates in all post meetings and activities, post officer meetings, and post committee meetings, and conducts the annual post officers seminar;

Leads meetings;

Develops program materials and explorer programs;

Works directly with youth members of the Explorer post, provides guidance, direction, leadership, and ensures the safety of youth while they attend training, drill and social activities that are sponsored by the post;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of National Fire Protection Association Codes; good knowledge of effective methods of firefighting; good knowledge of fire prevention measures and precautions; good knowledge of effective safety techniques when responding to fires and other emergencies; good knowledge of equipment functions and operation; supervisory ability; ability to develop and deliver training to lower level staff; ability to establish and maintain effective working relationships; ability to maintain records; ability to ensure safety of post participants; ability to communicate effectively orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus two (2) years paid or volunteer* experience in firefighting.

Volunteer experience in emergency services such as emergency medical services, firefighting and emergency preparedness, shall be defined as actual time spent in emergency services training, attending official department functions, or in responding to emergency situations as a member of an emergency services department. Time spent in fund-raising, parades, or social or sporting events will not be credited. The time

claimed must be verified by the submission of copies of official department documents. A letter from the department chief/director without substantiation by official department documents is insufficient.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have 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.

Monroe County Civil Service Commission

ADOPTED: August 5, 2021