

FIRE TRAINING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position assists the Program Administrator (Fire Services) Training Bureau and Fire Instructors in the administration of training sessions required for firefighters, training courses for corporate fire brigades and other groups from jurisdictions throughout Westchester. This position also assists in the over-all operation of the Training Center. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists the Training Technician and Fire Instructors during training activities;

Opens, supervises, closes and secures Fire Training Center for training activities as required;

Operates and tests fire training props; assists with maintenance of props;

Maintains and updates computerized maintenance records for Fire equipment;

Assists instructors during skill sessions on the use of firefighting equipment;

Assists instructors on the use of S.C.B.A.'s and fire extinguishers;

Assists in training sessions in the smokehouse using S.C.B.A.'s during these sessions;

Assists in the issuance of fire equipment during training sessions;

Assists in the inspection of firefighting protective gear;

Cleans and maintains equipment after training sessions;

Drives aerial apparatus and operates aerial ladder during training sessions;

Drives fire department pumper and operates pump during training sessions;

Drives trucks, trailers and operates motorized equipment;

Refills S.C.B.A. bottles, pressured water extinguishers and dry powder extinguishers;

Provides assistance and instruction in the preparation and ignition of smoke house, Class A and propane props;

Assists in setting up and running of pump tests;

Uses computer applications 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: Good knowledge of firefighting methods and modern fire strategy and tactics; good knowledge of apparatus and fire equipment; good knowledge of how to ensure firefighting equipment is in constant state of readiness; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to deal with the public, ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to communicate effectively, both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school diploma or equivalent and three years experience as a firefighter.

SUBSTITUTION: Verifiable voluntary experience may be substituted on a year for year basis for the above stated experience and must be equivalent to a 35 hour a week, full-time position.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Must possess:

1. a certificate of "Firefighter 1" or equivalent
2. a certificate for "Emergency Vehicle Operations Course (EVOC)" issued by the New York State Office of Fire Prevention and Control
3. a NYS driver's license or equivalent, and maintain same while in the title.

*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.