

FIRE INSTRUCTOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for instruction of fire services training programs at Putnam County Bureau of Emergency Services Training and Operations Center. Duties include conducting fire services training and instruction in a variety of subject areas in accordance with procedures and requirements as set forth in the New York State Fire Training Program. Incumbents must possess the appropriate required certifications from the New York State Office of Fire Prevention and Control (NYS OFPC) in order to teach specific courses. Work involves preparation and implementation of course curricula, and the utilization of appropriate lesson plans, manuals, visual aids, etc., in the instruction of a variety of training courses. Work is performed under minimal supervision of the Commissioner of Emergency Services and the Deputy Commissioner. Supervision is not a responsibility of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (illustrative only)

Prepares and conducts general or specialized training sessions for firefighting personnel, other emergency services personnel, County employees or the general public;
Develops lesson plans and teaching aids, such as training handbooks, demonstration models and multimedia visual aids, to achieve established instructional goals;
Notifies the NYS OFPC of scheduled courses for necessary processing and workbook distribution;
Ensures that course content is in compliance with New York State requirements, as well as incorporating local concern and issues;
Tests and evaluates trainees as necessary to measure learning progress and to evaluate effectiveness of training presentations;
Maintains records of trainee attendance and level of performance;
Submits trainee enrollment, attendance and performance records to the Commissioner of Emergency Services upon course completion;
Participates and provides required information during any audits and evaluations that may be conducted by the NYS OFPC;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Thorough knowledge of the theory, practices and procedures in fire prevention, control and safety as outlined in the certification requirements of the courses approved by the New York State Fire Training Program; good knowledge of the effectiveness of various training methodologies and motivational techniques; ability to operate specialized equipment unique to the fire service and/or other emergency services, such as Self-Contained Breathing Apparatus, the Jaws of Life, etc.; ability to apply different teaching approaches to meet specific instructional needs; ability to communicate ideas clearly and effectively, both orally and in writing; good judgment; reliability; tact and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and three (3) years paid experience as a full-time firefighter in an organized fire department, or five (5) years experience as a firefighter in volunteer fire services.

SPECIAL REQUIREMENTS:

1. Possession and maintenance of a valid Firefighter Level 1 Certification issued by the New York State Office of Fire Protection and Control (NYSOFPC).
2. Possession and maintenance of a valid certification issued by the New York State Fire Training Program as a Fire Instructor.
3. Possession of current certification issued by the New York State Academy of Fire Science for specific course offerings, as appropriate.