

## SKILLS EVALUATOR

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of the Senior Certified Instructor Coordinator and the Director of Emergency Medical Services, the incumbent of this position is responsible, as assigned, for evaluating trainee skills during practical tests and/or examinations for training courses conducted at the Putnam County Bureau of Emergency Services Training and Operations Center. Supervision is not a responsibility of this position. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (illustrative only)

Tests and evaluates trainees, in accordance with New York State requirements and guidelines;  
Certifies that each trainee's skills and abilities level is in accordance with current New York State requirements for certification according to appropriate course completed;  
Maintains records of trainee attendance and performance at evaluation or examination sessions;  
Submits records of trainee attendance and performance at evaluation or examination sessions, and related documentation, to appropriate person once evaluation or examination is completed, or upon request;  
Performs a variety of related duties 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: Good knowledge of general and specific subject matter, including theory, techniques and applicable laws, rules and regulations, of various emergency services areas of training, such as fire prevention and safety, firefighting, emergency medical services, disaster services, arson, hazardous materials control, emergency communications, etc.; good knowledge of operation of specialized equipment utilized in emergency services; ability to communicate ideas clearly and effectively, both orally and in writing; ability to establish and maintain effective working relationships.

### MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and meet special requirements as stated below.

### SPECIAL REQUIREMENT:

Possession and maintenance of a valid Emergency Medical Technician (EMT) Certification issued by New York State Department of Health, Bureau of Emergency Medical Services.

NOTE: The Skills Evaluator's EMT certification level must meet or exceed the certification level of any course for which s/he is assigned to perform evaluations.