



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

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Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 20-045 POSTING DATE*: FROM: 8/5/2020 TO: 8/14/2020

JOB TITLE: Fire Training Aide, Part-Time (Sub)

RATE OF PAY: \$17.74/hr

LOCATION: Ontario County Emergency Management

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

Two years of experience as a paid or volunteer member of a fire company and possession of a valid New York State Operator's License and maintenance of such license throughout the tenure of employment in the position.

APPLICATION DEADLINE / LAST FILING DATE*: 8/14/2020

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 2/8/2018

FIRE TRAINING AIDE

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs routine work in providing non-instructional assistance and support in the conduct of fire training courses and individual classes. The work includes preparing for the class, performing non-instructional duties during the actual class as well as cleaning facilities and performing preventative maintenance duties. The work is performed under the direct supervision of the Ontario County Fire Coordinator or County Fire Instructor who conducts the training courses. Supervision of others is not ordinarily a responsibility of the position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides non-instructional assistance to the Fire Coordinator and other instructors in developing fire training programs for volunteer firemen;
 Sets up fire training grounds and training rooms including the moving of furniture to develop obstacles and mazes prior to class;
 Cleans and reorganizes training areas and equipment;
 Maintains and operates air compressors and fills self-contained breathing apparatus tanks;
 Maintains and operates county air compressor truck and other county vehicles as necessary;
 Transports specialty equipment to emergency scenes and fire investigation scenes;
 As directed, researches fire training library to extract materials on a specific subject;
 Runs slide and film projectors, flip charts and erases boards and otherwise assists with presentation;
 Sets up projectors, arranges slides, films and related audio-visual material prior to training class;
 Sorts, organizes, marks and inventories fire training materials;
 May pick up and return material borrowed from various fire companies for training usage;
 Paints and labels county fire extinguishers and air tanks;
 Performs training related clerical chores in fire training office.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of prevention, control and extinguishment of fires and the apparatus and equipment used for such purposes; working knowledge of the use of fire training materials; ability to understand and interpret written and oral directions as they relate to a fire training program; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two years of experience as a paid or volunteer member of a fire company and possession of a valid New York State Operator's License and maintenance of such license throughout the tenure of employment in the position.

APPROVED: DECEMBER 3, 1996

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE