

# THE HELP PROGRAM

HIRING EMERGENCY LIMITED  
PLACEMENT

This temporary program allows for a waiver of Civil Service Examinations for certain titles, in an effort to get qualified candidates quickly into vacant positions.

## CONTACT

ONTARIO COUNTY HUMAN RESOURCES  
FOR MORE INFORMATION



(585) 396-4465

### EMPLOYEES HIRED UNDER THE HELP PROGRAM:

- Must meet the minimum qualifications of the position for which they are applying and any other conditions of employment.
- Will be eligible for permanent appointment after completing a one-year probationary period and will be granted non-competitive status after successful completion of the probationary period.

### WE OFFER:

- Excellent benefits and tuition assistance programs.
- Paid holidays. New employees start with five additional vacation days.
- Regular raises.
- Some positions offer remote work opportunities and work hour flexibility.

## WE'RE HIRING:

### FIRE TRAINING INSTRUCTOR (COUNTY)

Starting 2025 Salary: \$61,756.50 / yr (\$31.67/hr).

QUALIFICATIONS: County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Either:

- 1.1. Two (2) years' experience as an interior firefighter: OR
2. One (1) year of experience as a Training Officer of routine fire training skills OR a fire company officer (Lieutenant or higher); OR
3. An equivalent combination experience as defined by the limits of (1) and (2) above.

NOTE: If candidate is claiming ONE years' experience as a company Training Officer they must have also completed the 'Introduction to Fire Officer' course.

#### SPECIAL REQUIREMENTS - FOR APPOINTMENT:

1. Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.
2. PLUS meet the medical fitness requirements for wearing respiratory protection equipment prescribed in 29 C.F.R. Section 1910.134 if they conduct State Fire Training courses which require the use of respiratory protection equipment.

Please see additional requirements attached.

[www.ontariocountyny.gov](http://www.ontariocountyny.gov)

**APPLY TODAY!**



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**SPECIAL REQUIREMENT WITHIN ONE (1) YEAR OF APPOINTMENT:** Successful Completion of Fire Service Instructor course in the State Fire Training Programs.

**NOTE:** Volunteer firefighting experience will be accepted on a prorated basis and must be documented.

- Volunteer experience shall be defined as:
  - Actual time spent in firefighting training;
  - Attending official department functions
  - Responding to emergency situations as a member of an emergency fire 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 and completion of an official verification form.
- Information without substantiation by official documents is insufficient.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the planning and conducting of training programs for firefighting personnel in accordance with the minimum standards for firefighting personnel. The incumbent serves as the designated County Fire Instructor, and is responsible for the training program provided by the municipality to firefighting personnel. The work is performed under the general direction of the Director of Emergency Management. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Instructs courses in basic fire training and in-service training in accordance with Minimum Standards for Firefighting personnel;  
Prepares or modifies course outlines;  
Prepares daily or weekly lesson plans;  
Arranges for necessary facilities and equipment;  
Maintains records system that will attest to the fact that the student has completed the number of hours required and attained an acceptable level of performance;  
Supervises practical application of formal instruction;  
Devises methods and conducts evaluations of the performance and progress of firefighting personnel.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the theory, principles and techniques of teaching; good knowledge of the department's policies and procedures governing firefighting personnel; good knowledge of firemanship; ability to establish effective relations with individual students; ability to motivate students; ability to apply different teaching approaches to meet specific teaching situations; ability to verbally communicate ideas to students; ability to evaluate and record students' performance and progress; ability to plan curriculum and lesson plans; good judgment; physical condition commensurate with the demands of the position.