



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

www.ontariocountyny.gov ~ ~ (585) 396-4465

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

POSTING DATE*: FROM: 9/11/26 TO: 10/30/2026

JOB TITLE: Fire Training Aide, Part-Time (Sub) x2

2026 RATE OF PAY: \$22.27/hr

LOCATION: Ontario County Emergency Management Department

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

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: Two (2) years of full-time experience, or its part-time equivalent, as a paid or volunteer* member of a fire company AND possession of a valid New York State Operator's License at time of appointment and maintenance of such license throughout the tenure of employment in the position.

* NOTE: Volunteer firefighting experience will be accepted on a prorated basis. If volunteer experience is claimed you are required to complete the Firefighter Verification of Volunteer Service form. This form can be found on the Human Resources website at: <https://ontariocountyny.gov/94/Human-Resources>.

- 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.

APPLICATION DEADLINE / LAST FILING DATE*: until filled

* 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.

FIRE TRAINING AIDE

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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 Training 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 firefighters;
 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 utilizing County vehicles;
 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 presentations;
 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;
 Assists with the Ontario County Emergency Operations Center, as needed;
 Performs training related clerical chores in fire training office.

FIRE TRAINING AIDE

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.

APPROVED: DECEMBER 3, 1996

REVISED: 8/6/26

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE

JURISDICTIONS: COUNTY

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES