

The **Sullivan County Division of Public Safety/Bureau of Fire** is seeking to fill the following position:

### **EMERGENCY SERVICES TRAINING CENTER COORDINATOR**

The work involves responsibility for the safe, efficient and orderly operation of the Emergency Training Center, including maintaining the buildings, grounds and equipment. The incumbent is responsible for obtaining, coordinating and overseeing training services. Work is performed under the general supervision of the Commissioner of Public Safety, and in their absence, the Deputy Commissioner of Public Safety, with considerable leeway allowed in carrying out the details of the work assignments. Supervision is not a significant responsibility of this position. Does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and seven (7) years' experience as a paid or volunteer firefighter, including two (2) years at a supervisory level **and** one (1) year experience in the field of either buildings or grounds maintenance or in inventory control.

#### **SPECIAL REQUIREMENTS:**

- (1) Candidate must possess a valid driver's license and have completed the NYS Office of Fire Prevention and Control Firefighter I Training Program, including Incident Safety Officer Training.
- (2) Candidate must have the ability to operate a computer for word-processing, database or spreadsheet applications.

**SALARY: Entry: \$49,165.00; Full: \$51,753.00**

**MUST APPLY ONLINE AT: <https://sullivan-portal.mycivilservice.com/jobopps>**

This is a competitive class position subject to Civil Service examination.

Applications accepted until position is filled.

**EEO/AA Employer**

**M/F/D/V**