

## **EMERGENCY SERVICES TRAINING CENTER FACILITATOR (Per Diem)**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the safe, efficient and orderly operations of the Emergency Services Training Center when used by an outside agency, (Fire, EMS, Police etc.). Will be required to work nights and/or weekends. Does related work as required and will assist and report to the Emergency Services Training Center Coordinator.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Coordinates the activities of the Emergency Services Training Center during training operations;

Provides general direction and oversight of the training activities at the Training Center including direction of participants to the current locations on the training grounds, verification of attendance of personnel at the training related functions;

Enforces adherence to the Training Centers Policies and Procedures;

Maintains and collects records for all agencies participating in training programs at the center;

Maintains any supplies handed out (brooms, rakes, shovels etc.);

Prepares activity reports on training use of the facility as directed by the Emergency Services Training Center Coordinator.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of modern Firefighting and Fire Prevention Methods; ability to establish and maintain good relationships; and ability to communicate both orally and in writing.

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MINIMUM QUALIFICATIONS: Graduation from High School or possession of a High School equivalency diploma and seven (7) years of active fire service as a career, volunteer firefighter including two (2) years as a line officer in a career or volunteer fire department.

*SPECIAL REQUIREMENTS:* At time of appointment candidate must possess a valid driver's license and have completed the NYS Office of Fire Prevention and Control firefighter 1 and or equivalent training program as well as Incident Safety Officer.

Reviewed and placed in Classplan: 6/21 /2013  
Revised and Replaced in Classplan: 2/2/2023

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Originated:6/21/2013:  
Jurisdictional Class:Non Competitive  
Public Hearing:Pending  
NYS Civil Service Commission Approval :Pending Classification