

ORANGE COUNTY CLASS SPECIFICATION

TITLE: FIRE TRAINING CENTER MANAGER **GRADE:** 12

TITLE ABBREVIATION: FIRE TRNG CNTR MNGR **TITLE NO.:** 6385

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: EMERGENCY SERVICES **DIVISION:** FIRE

SUPERVISOR'S TITLE: DEPUTY COMM OF EMERG SERV - DIV OF FIRE SERV

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the safe, efficient and orderly operation of the Fire Training Center. The incumbent is also responsible for obtaining, coordinating and overseeing training services provided by consultants. Work is performed under the general supervision of the Deputy Commissioner of Emergency Services - Division of Fire Services. Direct supervision is exercised over subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates and schedules training programs at the Center for fire companies, police departments and emergency management personnel;

Recruits and contracts with fire instructors and arranges for specialized training programs conducted by vendor consultants or State certified instructors;

Implements and enforces adherence to the Center's safety rules and regulations, including safe operation of all related apparatus;

Oversees and participates in the maintenance and operation of the Fire Training Center building and equipment including, but not limited to, general building maintenance, fire trucks, tank cars and fire pumps;

Develops and maintains records for all fire companies participating in training programs at the Center;

Maintains training supply inventory and orders supplies;

Assists in the budget preparation for division;

Prepares reports as necessary;

Visits and recruits emergency service departments to encourage participation in centralized training and education sessions for Orange County;

Coordinates with other County departments for arranging use of training center for County personnel;

Oversees the accounting and record keeping of Fire Training Center;

Participates in Fire Advisory Board meetings;

Oversees fire instructors during operation and training activities, including smoke houses, fire towers and other fire evolutions;

Aids fire companies and departments in meeting guidelines of New York State fire prevention and control.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern fire fighting and fire prevention methods; thorough knowledge of fire training operations as stated in National Fire Prevention Association Manual related to building and operation of a fire training center; good knowledge of budgetary and purchasing practices; knowledge of the practices, tools and materials used in the maintenance and repair of building facilities and equipment; ability to establish and maintain good working relationships; ability to plan and coordinate training programs; ability to communicate both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and five (5) years of service as a paid firefighter or ten (10) years of service as a volunteer firefighter, including or supplemented by two (2) years of supervisory experience.

SPECIAL REQUIREMENT: Possess and maintain a valid driver's license.

Possession of a Fire Service Instructor 1 Certificate or a National certification NFPA 1041 Fire Instructor I.