

COORDINATOR, FIRE INSTRUCTION

DISTINGUISHING FEATURES OF THE CLASS: This is technical and supervisory work involving responsibility for coordinating and overseeing a comprehensive training program for fire, hazardous materials and rescue training. The work is performed under the supervision of Coordinator, Safety, Compliance and Fire Services and supervision is provided to a large number of instructors. Does related work as required.

TYPICAL WORK ACTIVITIES:

Establishes and oversees a comprehensive program for fire, hazardous materials and rescue training;
Supervises a large staff of fire instructors, and provides technical assistance to instructors via computer imaging and other technology;
Reviews and evaluates the work of Fire Instructors through the monitoring of classes and written reports;
Acts as liaison with training officers from various Rockland County local Fire Departments to assess training needs and develop appropriate training programs;
Facilitates various activities held at the Fire Training Center on evenings and weekends (e.g. coordinates classroom assignments, obtains audio-visual equipment, etc.);
Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work activities;
Completes various forms and reports involved in training programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of prevention, control and extinguishment of fires; good knowledge of the principles and practices of training programs, especially as related to fire instruction; ability to develop and supervise training courses for fire, hazardous materials and rescue training; ability to maintain basic records; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others; ability to use computer software applicable to training activities

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and five (5) years of paid or volunteer experience as an active firefighter in an organized fire department, at least one (1) year of which involved training or supervising other firefighters, and any one of the following:

- a. Completion of two (2) years of experience in teaching, instructing and/or conducting training courses, or
- b. Two (2) additional years of experience in firefighting, fire safety and fire prevention work, or
- c. An Associate's degree in Fire Science, or comparable curriculum, or
- d. Any equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: New York State or National Fire Instructor II Certification or a minimum of 100 hours of firefighter training given by the New York State Office of Fire Prevention and Control.

NOTE: Paid or volunteer firefighter experience gained before or after graduation from high school shall be qualifying experience.

*To be demonstrated during the probation period.

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Competitive

02.12.2026 New York State Civil Service approved Non-competitive title in the NY HELPS Program.