



## County of York

### Emergency Management Agency Office of Fire & EMS Assistance

<b>Position:</b>	<b>Fire Instructor II</b>
<b>Status:</b>	Reserve
<b>FLSA:</b>	Hourly, Non-Union
<b>Rate of Pay:</b>	\$20.00 /hourly
<b>Reports to:</b>	Chief Fire Administrator

#### **SUMMARY**

These Instructors will be utilized as Lead Instructors classes for which they have completed required train-the-trainer programs. They will also serve as Program Coordinators for courses requiring extensive coordinator or management.

#### **EXPECTATIONS OF EMPLOYEE**

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations
- Must be able to work within a team

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinate, organize and arrange the necessary facilities, equipment, personnel and other resources for course delivery.
- Provide instruction, direct and/or evaluate students through skills practices in the proper procedures for safe and effective use of firefighting/fire protection equipment.
- Prepare fire protection training lab sessions with the proper amount of materials and equipment necessary to effectively teach or evaluate firefighting skills for each student.

- Maintain current working knowledge of fire service practices and fire science education curriculum.
- Maintain a safe lab environment during skills training and evaluation sessions.
- Drive and operate firefighting apparatus. Demonstrate proper procedures for effective use of firefighting tools, equipment and apparatus.
- Direct students through lecture or skills practice in the proper procedures for fire suppression activities, rescue, fire inspection, and hazardous materials response.
- Maintain current working knowledge of firefighting practices and fire commission curriculum requirements.
- Assure each lab has the proper amount of materials or equipment for each student.
- Perform other duties as assigned.
- Perform all duties and maintain all standards in accordance with policies, procedures and the Firefighter Code of Ethics.

## **SUPERVISORY RESPONSIBILITIES**

This is a non-supervise position. However, this position will have a leadership in student development and will have responsibility for leading teams.

## **EDUCATION and/or EXPERIENCE**

Fire Service experience desired. Pro Board Certification as a Fire Instructor II course to NFPA 1021 standard is required. Knowledge of NFPA standards is required, especially NFPA 1000 and 1001. 5-years' experience as a Firefighter II (NFPA 1001) required.

## **SPECIAL KNOWLEDGE, SKILLS, and ABILITIES**

This position requires effective oral and written communication skills, excellent interpersonal skills, and intermediate computer literacy. Must be able to work calmly under stressful situations. Knowledge of firefighting and rescue methods, and fire department practices

- Knowledge of fire science
- Knowledge of fire commission curriculum
- Skills to demonstrate use and maintenance of equipment and tools in a safe and correct manner
- Interpersonal skills to communicate with the student, staff, faculty and general public in a courteous and professional manner
- Skill in fire ground operation
- Ability to deliver instructional presentations
- Ability to make timely decisions appropriate to the situation, circumstances and facts at hand
- Ability to deal in a fair and courteous manner with a variety of individuals
- Ability to drive and operate fire apparatus
- Ability to provide instruction and evaluate students
- Ability to prepare fire prevention training lab

## LANGUAGE SKILLS

In the English language, the incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## REASONING ABILITY

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a valid Maine driver's license.
- Emergency Vehicle Operator Course.
- Fire Officer I NFPA 1021
- Fire Instructor II NFPA 1041

## PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. The incumbent will be subject to austere and stressful working conditions. Employee must be medically cleared by the employer's physician annually. Compliance with Medical Surveillance Program is a mandatory requirement per OSHA 1910-120.

## WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

Applications for this position can be picked up at the York County Management building located at 149 Jordan Springs Road, Alfred, Maine or on the County of York website: [www.yorkcountymaine.gov](http://www.yorkcountymaine.gov)

**All Applications and Resumes should be submitted to:**

York County Human Resources  
Attn: Linda Corliss

45 Kennebunk Road  
Alfred, ME 04002

**Until position is filled.**

York County Government is an Equal Employment Opportunity Employer.