

STATE OF NEW YORK  
 DIVISION OF MILITARY AND NAVAL AFFAIRS  
 330 OLD NISKAYUNA ROAD  
 LATHAM, NEW YORK 12110

**VACANCY ANNOUNCEMENT #18-61**

**CLOSING DATE: CONTINUAL UNTIL FILLED – RESUME REVIEW TO BEGIN 11/19/18**

This position is not in the Classified Service of New York State, but is covered under New York State Military Law. If selected, current Civil Service employees will lose their seniority within the Classified Service, thereby exempting them from applying for promotional exams within Civil Service.

**POSITIONS TO BE FILLED PENDING AVAILABILITY OF FUNDING.**

Title:	Airport Firefighter 3 (Assistant Chief of Operations)
Locations:	<p>New York State Division of Military and Naval Affairs (DMNA):</p> <p>Francis S. Gabreski Air National Guard Base – number of vacancies - 1</p> <p>Stewart Air National Guard Base – number of vacancies – 2</p> <p>Stratton Air National Guard Base - number of vacancies – 1</p>
Salary Grade:	<p>Management/Confidential (M/C)</p> <p>N/S</p>
Salary Range:	<p>Expected within: \$59,789 - \$74,077</p> <p>In addition: Francis S. Gabreski ANGB receives an annual Downstate Adjustment of \$3,026 and Stewart ANGB receives an annual Mid-Hudson Adjustment of \$1,513.</p>
Duties and Responsibilities:	<p>The Airport Firefighter 3/Assistant Chief of Operations (Assistant Chief) works under the supervision of the Base Civil Engineer and Base Fire Chief or other Chain of Command personnel. The position is responsible for managing the training and safety programs for all fire department personnel, which may include military members, and ensures all personnel meet required training standards as outlined in Federal/State rules and regulations, including National Guard Bureau (NGB) and Air Force regulations; and applicable New York State Division of Military and Naval affairs (DMNA) policies - current and as amended. In addition, when necessary, the Assistant Chief will perform the duties of a firefighter. Incumbents of this position are considered essential personnel.</p> <p>The Assistant Chief ensures the day-to-day operations of the Fire Department are carried out in accordance with NGB standards, agency policies and applicable federal and state statutes. Specifically the Assistant Chief of Operations ensures compliance with the provision and standards found in the Master Cooperative Agreement (MCA) between NGB and DMNA, and more specifically Appendix 24, as well as agency and labor contract policies and procedures – current and as</p>

amended. This position is management confidential and is not covered under labor contract provisions within the DMNA. Where applicable, however, the position is afforded a geographical salary adjustment and a uniform allowance.

Under the direction of the Fire Chief, and in support of the base mission, the Assistant Chief effectively manages Airport Firefighter activities and operations on a daily basis. The Assistant Chief must demonstrate leadership, professionalism and organizational skills at a higher level than the APFF 1 and 2.

Duties of the Assistant Chief include but are not limited to the following:

- Provide guidance and supervision of APFF 1 and 2, in the normal course of operations.
- Provide guidance and supervision of the Training Safety Officer/Assistant Chief of Training, in the normal course of operations.
- Effectively complete assignments as tasked by Fire Chief or Chain of Command personnel.
- Direct Fire Department operations during emergencies; and complete incident reports in a timely manner.
- Provide detailed briefings on the effectiveness of Fire Department operations and programs.
- Assume the duties of the Fire Chief when the Chief is not on duty.
- Assist the Fire Chief in the preparation and implementation of the departmental budget.
- Work with the Fire Chief to prepare, assess and, when necessary, modify Fire Unit work schedules to effectively meet the Base mission.
- Accurately evaluate employee job performance, prepare annual performance programs and take corrective actions as necessary.
- Coordinate and approve leave requests in accordance with policy and ensure Airbase manning standards and requirements are maintained.
- Review and approve employee bi-weekly timesheets prior to submittal.
- Ensure all fire house personnel are participating in and completing required proficiency trainings.
- Prepare and conduct instructional exercises as directed by Fire Chief.
- Maintain all applicable publications and reference materials required for the daily operational needs and requirements.
- Assist Fire Chief in the development of local procedures and directives.
- Supervise the inspection and operational maintenance of all assigned vehicles and equipment in an effective and safe manner.
- Ensure that Fire Department facilities are maintained in a safe, clean, neat and orderly fashion.
- May be required to report in the event of a major incident.
- Provide fire suppression, protection, rescue, salvage and prevention for all ANG aircraft, facilities and equipment, as well as structural, motor vehicle, natural cover and all other fires when required.
- Administer emergency first aid at the first responder level; and deal with victims in emergency situations that may be in various stages of fright, panic, injury and shock.

	<ul style="list-style-type: none"> <li>• May be required to work irregular hours and shifts including 24-hour shifts, weekends and holidays. Schedules may require periodic changes or modifications in order to meet fire unit operational needs.</li> <li>• Perform administrative duties in support of fire department operations to include use of computers and data entry.</li> <li>• Provide information and maintain an acceptable means of contact such as a cellular telephone or maintain a telephone at place of residence.</li> <li>• Appropriately operate equipment, motor vehicles and trucks as assigned. Ensure proper utilization of same by subordinate staff.</li> <li>• Overtime may be required.</li> <li>• Other job related duties as assigned.</li> </ul>
<p>Job Requirements:</p>	<ul style="list-style-type: none"> <li>• Maintain all required certification levels -- failure to do so will subject the individual to disciplinary action or termination.</li> <li>• Maintain physical fitness and agility standards for department staff in accordance with all applicable regulations. Separate entry level and annual maintenance programs will be developed at State level, in coordination with the Fire Chief, and applicable standards and regulations.</li> <li>• In accordance with NFPA standards, must report any changes in medical conditions to the fire department physician through the appropriate chain of command.</li> <li>• Be aware of and understand all applicable regulations, job performance and training requirements in accordance with ANGFFPA program, DMNA and the ANGB assigned.</li> <li>• Maintain Cardiopulmonary Resuscitation (CPR) certification.</li> <li>• Maintain required EMS certification.</li> <li>• Wear all personal protective equipment (PPE) provided (50+ lbs).</li> <li>• Maintain grooming standards in accordance to ANG requirements.</li> <li>• Wear appropriate uniform in accordance with established guidelines; and present a clean and neat appearance.</li> <li>• Safely drive and operate all vehicles assigned to the Fire Department.</li> <li>• Ability to push, pull, lift and carry heavy objects and equipment (135+ lbs to include PPE).</li> <li>• Work outside in various temperatures and inclement weather for extended periods of time.</li> <li>• Incumbents of this position are considered essential personnel.</li> <li>• Work comfortably at heights; and in confined spaces in accordance with requirements.</li> <li>• Get along with and interact well with different groups of people, including coworkers, management, both Federal and State.</li> <li>• Complete and attend training as required.</li> <li>• Travel may be required.</li> <li>• Prepare written material in a clear and concise manner.</li> <li>• Good verbal and written communication skills.</li> <li>• Ability to read and write in English.</li> <li>• Good computer skills, specifically Microsoft Office Suite.</li> <li>• Demonstrate reliability and trustworthiness.</li> <li>• Provide appropriate supervision, coaching, mentoring, counseling and initiate disciplinary actions with Labor Relations as appropriate.</li> </ul>

- Ensure compliance with all attendance and leave procedures.
- Will complete and attend training as required.
- Periodic overtime will be required
- Periodic travel will be required using various modes of transportation.
- Performs other duties as assigned.

Minimum Qualifications:

**Training Qualification and Certification Standards:** “Minimum certification standards are established for each level of the Air National Guard Aircraft Rescue Fire fighter (ARFF) Program in accordance with the accredited fire fighter certification program defined in AFM 32-2003. The minimum for fighter certification standards by position are contained in AFI 32-2001 and ANG Sup 1, Attachment 10”. (MCA, Appendix 24). As requirements change, the incumbent will be required to know, obtain and maintain additional qualifications.

Must possess a current Air Force Specialty Code (AFSC) 3E771/91, to include the following Department of Defense (DOD) certifications: Fire Officer III, Fire Instructor II, Fire Inspector II and HAZMAT Incident Commander. Or equivalent certification accreditation by International Fire Service Accreditation Congress (IFSAC) or national fire service accreditation.

Minimum of five (5) years of experience as a permanent, full-time Airport Firefighter and documented completion of all current certifications and training requirements.

**AND**

- Possess a high school diploma or equivalent (GED).
- Must meet EMS requirements.
- Current certification as a CPR Instructor.
- Must have basic knowledge of computers including Microsoft Word and Excel and electronic mail (E-mail).
- Must meet required physical fitness and agility standards prior to employment and annually thereafter.
- Must have and maintain a valid driver’s license to operate a motor vehicle in the State of New York. In accordance with regulation, must report any change in driver’s license status through the chain of command.
- Upon hire, must acquire and maintain ANG requirements for operation of firefighting equipment, motor vehicles and trucks which may include obtaining a military driver’s license in accordance with NGB standards to include medical evaluation requirements – current and as amended.

In accordance with NGB standards, will be required to obtain and maintain a favorable background investigation, and have an appropriate clearance to allow access to computer networks and restricted areas to determine suitability, loyalty, and trustworthiness. Minimally a National Agency Check with Inquiry (NACI) will be completed - dependent on the Base’s current mission and regulations, a SECRET clearance may be required to perform firefighting duties.

At all times, the employee MUST maintain minimum standards in accordance with current , and as amended, agency, statutory and NGB requirements and

directives; failure to do so will subject the individual to disciplinary action, including possible termination.

NOTE: Position standards illustrate the nature, extent and scope of duties and responsibilities of the position described. Standards cannot and do not include all of the work that might be appropriately performed by the incumbent. The minimum qualifications above are those which were required for appointment at the time the Position Standards were written. Please contact State Human Resources Management for any further information regarding the position requirements.

How to Apply:

To be considered for interview, submit a cover letter and resume. **In e-mail subject line and cover letter indicate the title, location, vacancy announcement number of the position for which you are applying.** Ensure to clearly note how you meet the minimum qualifications for the position. Please be certain to note your specific license or certification to meet requirements.

If you are a former public employee retired within New York State currently receiving benefits, indicate this and the name of the retirement system in your cover letter.

**Cover letter and resume may be submitted via E-mail (preferred method), FAX, or Mail. ENSURE TO COPY E-MAIL ADDRESS EXACTLY.**

E-mail to: [ng.ny.nyarnng.mbx.mnhs-job-posting@mail.mil](mailto:ng.ny.nyarnng.mbx.mnhs-job-posting@mail.mil)

FAX to: (518) 786-4969

For Questions: (518) 786-4830

Mail to:

New York State Division of Military and Naval Affairs

State Human Resources Management

330 Old Niskayuna Road

Latham, New York 12110-3514

Attn: Classifications

**POSITION WILL BE POSTED UNTIL FILLED.**

**VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.**

**Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at [info@goer.ny.gov](mailto:info@goer.ny.gov).**

Subject of Interview:

ALL CURRENT PERMANENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE INTERVIEWED TO EVALUATE THEIR QUALIFICATIONS, TRAINING, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND

REQUIREMENTS OF THE POSITION. THE REQUIREMENT TO PROVE QUALIFICATION SHALL REST WITH THE EMPLOYEE.

ALL OTHER CANDIDATES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED FOR INTERVIEW TO EVALUATE THEIR QUALIFICATIONS, TRAINING AND EXPERIENCE IN RELATION TO THE DUTIES AND REQUIREMENTS OF THE POSITION.

POSTED: NOVEMBER 7, 2018

STATE VACANCY ANNOUNCEMENT #18-61

New York State is an Equal Opportunity/Affirmative Action Employer.