

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

**VACANCY ANNOUNCEMENT #18-62**

**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:	Training/Safety Officer
Location:	<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 - 1</p>
Salary Grade:	<p>Management/Confidential (M/C)</p> <p>N/S</p>
Salary Range:	<p>Expected within: \$56,745 - \$70,415</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 Training and Safety Officer (TSO) works under the supervision of the Base Civil Engineer and Base Fire Chief or other base personnel in the Chain of Command. 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. The TSO must maintain all certifications and standards required for the performance of firefighter duties. Incumbents of this position are considered essential personnel.</p> <p>The position performs responsibilities in accordance with NGB standards, agency policies and applicable federal and state statutes. Day-to-day operations are carried out in accordance with the Master Cooperative Agreement between NGB and DMNA, as well as agency and labor contract policies and procedures – current and as amended – where applicable. This position is management confidential and is not covered under labor contract provisions within the DMNA.</p>

The TSO duties include but are not limited to the following:

- Manage all functional training areas within the Fire Department.
- Manage the National Fire Protection Association (NFPA), Firefighter Safety Program, to include the Organizational Risk Management Program.
- Manage the Department of Defense (DOD) Firefighter Certification Program for the Fire Department in accordance with the accredited certification program defined in Air National Guard (ANG) standards and regulations.
- Provide detailed briefings on compliance, non-compliance and effectiveness of the training and safety programs.
- Plan, schedule, conduct and participate in training for all functional areas in accordance with applicable standards.
- Supervise and coordinate the development of appropriate training materials and lesson plans; conduct training as required to meet standards.
- Conduct unannounced training exercises in order to evaluate performance and compliance with standards.
- Maintain all applicable publications and reference material required for training and safety programs and ensures that all required training aids are available.
- Administer and conduct certification training in cardiopulmonary resuscitation (CPR).
- May supervise Airport Firefighters in firefighting activities and other assigned tasks as directed by the Base Fire Chief and in accordance with agency standards.
- Assist in the development of local policies, procedures and directives.
- Assist in budget preparation.
- Administer emergency first aid at the first responder level.
- Fight aerospace vehicle, structural, motor vehicle, natural cover and all other fires when required.
- Must deal with victims in emergency situations that may be in various stages of fright, panic, injury and shock.
- Safely drive and operate all vehicles assigned to the Fire Department.
- Perform inspections and operator maintenance on all assigned vehicles and equipment in an effective and safe manner when required.
- Maintain Fire Department facilities in a clean and orderly fashion.
- Wear appropriate uniform and present a clean and neat appearance.
- Required to wear all personal protective equipment (PPE) that is provided.
- May be required to report in the event of a major incident.
- May be required to work irregular hours and shifts which may include 24-hour shifts.
- Shifts will include weekends and holidays.
- Must provide information and maintain an acceptable means of contact such as a cellular telephone or maintain a telephone at place of residence.
- Complete and attend training as required.

	<ul style="list-style-type: none"> <li>• Travel may be required.</li> <li>• Overtime may be required (may require work schedule modifications in order to meet directorate and agency operational needs).</li> <li>• Other job related duties as assigned.</li> </ul>
<p>Working Conditions:</p>	<ul style="list-style-type: none"> <li>• May be subject to burns, dehydration and other effects from excessive heat, smoke, heavy protective equipment, falling materials, or explosions.</li> <li>• May be subject to physical injury and sensory damage from firefighting activities, exposure to hazardous materials, and high noise levels.</li> <li>• May be exposed to infectious and contagious diseases.</li> <li>• Will be exposed to various types of fires, hazardous material spills, and possible explosions.</li> <li>• May be subject to hazards while operating or riding on emergency vehicles under adverse conditions.</li> </ul>
<p>Job Requirements:</p>	<ul style="list-style-type: none"> <li>• Ability to push, pull, lift and carry heavy objects and equipment (50+ lbs).</li> <li>• Ability to wear protective equipment (50+ lbs).</li> <li>• Ability to work comfortably at heights.</li> <li>• Ability to work in confined spaces in accordance with requirements.</li> <li>• Ability to 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>• Ability to get along with and interact well with different groups of people, including co-workers, management, both Federal and State personnel.</li> <li>• Ability to operate a motor vehicle.</li> <li>• Ability to train and supervise subordinates.</li> <li>• Ability to prepare written material in a clear and concise manner.</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>• Good verbal and written communication skills.</li> <li>• Must maintain physical fitness and agility standards in accordance with 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>• Must maintain all required certification levels; failure to do so will subject the individual to disciplinary action or termination.</li> </ul> <p><b>Additional Preferred Certifications:</b></p> <ul style="list-style-type: none"> <li>• Incident Command System (ICS) 300/400.</li> <li>• Hazardous Material Technician.</li> <li>• Fire Department Health and Safety Officer.</li> <li>• Incident Safety Officer.</li> <li>• Experience supervising and training others.</li> </ul>
<p>Minimum Qualifications:</p>	<p><b>Training Qualification and Certification Standards:</b> “Minimum certification standards are established for each level of the Air National Guard Aircraft Rescue Fire fighter (ARFF) Program in accordance with the</p>

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”.

Must possess at least ten (10) years of experience and current certifications/training in Aircraft Rescue Fire Fighting (ARFF) in which three years must have been in a full-time position.

**OR**

Must be a permanent full-time Airport Firefighter for a minimum of five (5) years and be current on all certifications and training requirements.

**AND**

- Must possess a high school diploma or equivalent (GED).
- Must have the following DOD certifications: Fire Officer III, Fire Instructor III and HAZMAT Incident Commander.\*
- Must maintain all certifications and standards required for the performance of Firefighter I and II duties.
- Must have a current certification as a New York State Certified First Responder (CFR).\*
- Must have a current certification as a Cardiopulmonary Resuscitation (CPR) Instructor.\*
- Must meet required physical fitness and agility standards prior to employment.\*
- Must have and maintain a valid driver’s license to operate a motor vehicle in the State of New York.
- Upon hire, must acquire and maintain a military driver’s license to operate military vehicles and equipment 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 current regulation, a SECRET clearance may be required.

\* Should NGB requirements such as certifications, physical fitness or other conditions of employment change, employee must be able to meet all requirements within guidance provided by NGB.

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

	<p>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.</p>
<p>How to Apply:</p>	<p>To be considered for interview, submit a cover letter and resume. <b>In e-mail subject line and cover letter indicate the title, location, vacancy announcement number of the position for which you are applying.</b> <u>Ensure to clearly note how you meet the minimum qualifications for the position.</u> Please be certain to note your specific license or certification to meet requirements.</p> <p>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.</p> <p><b>Cover letter and resume may be submitted via E-mail (preferred method), FAX, or Mail. ENSURE TO COPY E-MAIL ADDRESS EXACTLY.</b></p> <p>E-mail to: <a href="mailto:ng.ny.nyarnng.mbx.mnhs-job-posting@mail.mil">ng.ny.nyarnng.mbx.mnhs-job-posting@mail.mil</a>  FAX to: (518) 786-4969  For Questions: (518) 786-4830</p> <p>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</p> <p><b>POSITION WILL BE POSTED UNTIL FILLED.</b></p> <p><b>VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.</b></p> <p><b>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 <a href="mailto:info@goer.ny.gov">info@goer.ny.gov</a>.</b></p>
<p>Subject of Interview:</p>	<p>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.</p>

	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.
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POSTED: NOVEMBER 7, 2018
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New York State is an Equal Opportunity/Affirmative Action Employer.