

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

**VACANCY ANNOUNCEMENT #24-38**

**CLOSING DATE: CONTINUAL UNTIL FILLED  
 (RESUME REVIEW TO BEGIN 15 DAYS AFTER ORIGINAL LOCATON POSTING)**

**(UPDATED VACANCY OCTOBER 21, 2024)**

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 1 Trainee
Locations:	New York State Division of Military and Naval Affairs (DMNA):  Air National Guard Base: <ul style="list-style-type: none"> <li>• Stratton – 109<sup>th</sup> – Scotia, NY – (4 vacancies)</li> </ul>
Salary Grade:	SG-10 (Advancement to SG-12 at completion of traineeship)
Salary Range:	Current Start Rate: \$43,768* Job Rate: \$53,708  (*All hires begin at “Start Rate” unless prior state experience affords eligibility for hiring step increase as determined by OSC.)
Duties and Responsibilities:	The Airport Firefighter 1 (APFF1) works under the supervision of the Base Civil Engineer, Base Fire Chief, Assistant Chiefs, or other appropriate supervisor in the chain of command. This title within the Division of Military and Naval Affairs (DMNA) exists to provide fire protection and related services to personnel and resources at various Air National Guard Bases (ANGB) located within the State of New York. The Air National Guard Fire Protection Activities (ANGFPA) Program is implemented in accordance with the Master Cooperative Agreement (MCA) between the State of New York and the National Guard Bureau (NGB) – current and as amended; and more specifically Appendix 24 of the MCA. Further, as required and where applicable, all matters are carried out in accordance with National Guard Regulation (NGR) 5-1 and all applicable Air National Guard Instructions (ANGI) such as 63-101; Air Force Instructions (AFI) such as 32-2001 ANGSUP 1; DODI 6055.06; National Fire Protection Association (NFPA) standards including, but not limited to: 1500, 1582, 1561, 1404, 1975, 472, 1581, 1001, 1002 and related Technical Implementation Guides (TIGs); and existing labor agreements and/or applicable DMNA policy and state/federal statutes and regulations – current and as amended. The

preceding references are herein after collectively referred to as “all required current firefighting, Air Force and agency standards.”

The APFF 1 provides fire suppression, protection, rescue, salvage and prevention for all ANG aircraft, facilities and equipment.

**The Airport Firefighter 1 Trainee (APFF1T) will have 11 months to complete all the required certifications. APFF1T’s will only perform the firefighting duties for which they are certified and authorized.**

Duties include but are not limited to the following:

- Fire suppression and emergency response for aerospace vehicles, to include in-flight and ground emergencies.
- Perform rescue operations, including aircraft egress, confined space, structural collapse, automobile, and equipment extraction, etc.
- Respond to bomb threats, anti-hijacking, terrorist threats, etc.
- Respond to structural, motor vehicle, natural cover, wildfires, and all other fires when required.
- Hazardous Materials (HAZMAT) Response.
- Mutual Aid/Reciprocal Agreement Response.
- Participate in installation exercises, training and assessments.
- Emergency Medical Services (EMS) – Be trained in and provide emergency medical response to be determined by the Base Fire Chief in accordance with the MCA and related appendices, not to exceed level of training.
- Verification of building and extinguisher inspection and maintenance.
- Deal with victims in emergency situations that may be in various stages of fright, panic, injury and shock.
- Perform inspections and operator maintenance on all assigned vehicles and equipment in an effective and safe manner when required.
- May be required to report in the event of a major incident.
- Will be required to work 24-hour shifts. Schedules may require periodic changes or modifications in order to meet fire unit operational needs.
- 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.
- Monitor alarm equipment and initiate action necessary to obtain appropriate response.
- Perform facility and fire systems inspections, customer training, fire prevention practices, and extinguisher inspections and maintenance.
- Perform administrative duties in support of fire department operations to include use of computers and data entry.
- Must perform overtime as required.
- Must appropriately operate equipment, motor vehicles and trucks as assigned.
- Other job duties as assigned

Job Requirements:

- Maintain all required certification levels; failure to do so will subject the individual to disciplinary action or termination.

- 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.
- In accordance with NFPA standards, must report any changes in medical conditions to the fire department physician through the appropriate chain of command.
- Be aware of and understand all applicable regulations, job performance and training requirements in accordance with ANGFFPA program, DMNA and the ANGB assigned.
- Maintain Cardiopulmonary Resuscitation (CPR) certification.
- Maintain required EMS certification.
- Wear all personal protective equipment (PPE) provided (50+ lbs).
- Maintain grooming standards in accordance with Air National Guard (ANG) requirements.
- Wear appropriate uniform in accordance with established guidelines; and present a clean and neat appearance.
- Safely drive and operate all vehicles assigned to the Fire Department.
- Ability to push, pull, lift and carry heavy objects and equipment (135+ lbs including PPE).
- Work comfortably at heights.
- Work in confined spaces in accordance with requirements.
- Work outside in various temperatures and inclement weather for extended periods of time.
- Incumbents of this position are considered essential personnel.
- Get along with and interact well with different groups of people, including co-workers, management; both Federal and State personnel.
- Complete and attend all training as required.
- Maintain Fire Department facilities and its environs in a clean and orderly fashion, to include seasonal maintenance.
- Travel may be required.
- Prepare written material in a clear and concise manner.
- Ability to read and write in English.
- Good computer skills, specifically Microsoft Office Suite.
- Demonstrate reliability and trustworthiness.
- Good verbal and written communication skills.
- Will complete and attend training as required.
- Periodic overtime will be required.
- Periodic travel will be 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 by the Air National Guard Aircraft Rescue Fire fighter (ARFF) Program. As requirements change, the incumbent will be required to know, obtain and maintain all qualifications” (MCA, Appendix 24).

Must currently possess the following Department of Defense (DOD) certifications: Fire Fighter II and HAZMAT Operations. Or equivalent

certification accredited by International Fire Service Accreditation Congress (IFSAC) or national fire service accreditation.

**AND**

Must currently possess and maintain or obtain, within 11 months from the date of appointment; the following Department of Defense (DOD) certifications: Airport Fire Fighter, Driver/Operator Pumper, Driver/Operator Aircraft Rescue Fire Fighter (ARFF) and Driver/Operator Tender or equivalent certification accredited by International Fire Service Accreditation Congress (IFSAC) or national fire service accreditation.\*\*

***As an Airport Firefighter 1 Trainee (APFF1T), you will have 11 months to complete all the required certifications. Schedules will be adjusted and/or time will be afforded to assist Trainee obtain the certifications under DMNA work time. Reasonable eligible costs associated with certification, will be submitted for payment through the DMNA state purchasing/procurement process, to include, but not limited to travel and any attendance fees. DMNA will submit costs for reimbursement through the MCA Appendix 24. At the successful completion of the certifications and your ability to function at the full performance level of the Airport Firefighter 1, you would advance without further examination to the Airport Firefighter 1, Salary Grade 12.***

**AND**

Possess a high school diploma or equivalent (GED)

Minimum Age: 18

Must meet EMS requirements.

Must have a current CPR certification.

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.

Must acquire clearance and maintain thereafter, 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; including the 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 or CLASSIFIED 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 an interview please submit a cover letter, resume and proof of required certification. **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 provide proof of your specific certifications 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-hiring-emo@army.mil](mailto:ng.ny.nyarnng.mbx.mnhs-hiring-emo@army.mil)  
FAX to: (518) 786-6085  
Phone to: (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.  
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**VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.**

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: MAY 13, 2024 UPDATED: JUNE 5, 2024, AUGUST 9, 2024, AUGUST 15, 2024, OCTOBER 21, 2024

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