

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

VACANCY ANNOUNCEMENT #25-51

CLOSING DATE: CONTINUAL UNTIL FILLED

VACANCY ANNOUNCEMENTS CAN BE CLOSED 15 DAYS AFTER THE ORIGINAL POSTING DATE

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:	Fire Prevention Officer
Locations:	New York State Division of Military and Naval Affairs (DMNA): Air National Guard Base: <ul style="list-style-type: none">Stewart – 105th – Newburgh, NY – (1 vacancy)
Salary Grade:	MC
Salary Range:	Current Start Rate: \$67,119* Job Rate: \$68,142 (*All hires begin at “Start Rate” unless prior state experience affords eligibility for hiring step increase as determined by OSC.)
Duties and Responsibilities:	<p>The Fire Prevention Officer/Assistant Chief of Fire Prevention works under the supervision of the Base Fire Chief and Base Civil Engineer or other Chain of Command personnel. The position is responsible for providing management control, maintaining and administering the programs for Hazardous Materials Operations, Safety/Health Programs, Emergency Medical Services program, Vehicle Control Officer, and logistical support for all assigned fire protection personnel. Assists the Fire Chief in the implementation and supervision of these programs and ensures all personnel meet required standards as outlined in Federal/State rules and regulations, including National Guard Bureau (NGB) and Air Force instructions; and applicable New York State Division of Military and Naval affairs (DMNA) policies - current and as amended. The Assistant Chief must demonstrate leadership, professionalism and organizational skills at a higher level than the APFF 1 and 2. In addition, when necessary, the Fire Prevention Officer will perform the duties of an Airport Firefighter 1 and 2 (APFF1 and APFF2); may act as the Airport Firefighter 3 (APFF3) or Training Officer during absences/periods of leave. This position is management confidential and is not covered under labor contract provisions within the DMNA.</p> <p>This position within DMNA exists to provide fire protection, training and related services to personnel and resources by state firefighter employees assigned to</p>

various Air National Guard Bases (ANGB) located within the State of New York. The Air National Guard Fire Protection Activities Program (ANGFPA) shall be implemented in accordance with Appendix 24 of the Master Cooperative Agreement (MCA) between the State of New York and the Air National Guard (ANG), current and as amended. Further, as required and where applicable, all matters will be carried out in accordance with various federal regulations to include but not limited to: National Guard Regulation (NGR) 5-1 and Air National Guard Instruction (ANGI) 63-101; DAFI 32-2001; National Fire Protection Association (NFPA) standards 1500, 1582, 1561, 1404, 1975, 472, 1581, 1001, 1002; 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."

Duties and responsibilities include but are not limited to the following:

- Responsible for the oversight and management of the base wide fire prevention program
- Performs duties as the senior fire officer in charge, providing direction and control of all fire department hazardous material/WMD activities, including operations, training, and logistics.
- Executes training programs for initial certifications and re-certifications for the following hazardous material/WMD qualification levels: Hazardous Communications training, hazardous materials Awareness level, hazardous materials Operations level, hazardous materials Technician level, and hazardous materials Incident Commander.
- Oversees the training conducted by other Certified Hazmat/WMD trainers within the department.
- Provides and administers hazardous materials and WMD awareness level training to base personnel and Incident Commander level training to senior wing leadership tasked with on-scene Commander responsibilities.
- Responds to Hazmat/WMD emergencies and serves as the Incident Commander, Safety Officer, or HAZMAT group leader.
- Ensures base personnel comply with applicable OSHA/EPA/PESH regulations and procedures. Plans and coordinates with base Safety; Environmental personnel and the flights self assessment program for the Fire Department.
- Performs management oversight for the procurement and maintenance of Hazmat/WMD equipment, tools, and materials.
- Attends meetings, councils, and boards to provide advice and assistance on fire protection and hazardous materials/WMD related matters.
- Personally, conducts specialized training.
- May respond to emergencies involving special operations in order to provide technical guidance, or to perform duties as Safety Officer or as assigned by command.
- Performs all duties of the Safety Officer and serves as Chairman of the Fire Fighter Occupational Safety and Health Committee.
- Investigates accidents, which occur in the fire department, completes required reports, and recommends corrective actions.
- Plans, directs, and coordinates all required actions (i.e., notifying appropriate personnel) to ensure compliance with NFPA Standard 1500 and Occupational Safety and Health Program requirements. Additionally manages the flights National Fire Protection Association (NFPA) 1201 self-assessment program.

- May assist in providing operational direction and control over the departments Emergency Medical Support (EMS) program in the absence of the Training Officer.
- Performs duties as the EMS coordinator for the fire protection flight.
- Provides direction and control of all fire department EMS activities, including emergency response, training, and logistics.
- Oversees the training conducted by other Certified EMS trainers within the department.
- Plans and coordinates with on-base and off-base medical agencies to ensure all federal, state, and local medical protocols are adhered to.
- Performs management oversight for the procurement and maintenance of medical equipment.
- Assist with annual budget preparation, acquisition, controls, and issue of supplies and equipment.
- Performs Vehicle Control Officer (VCO) duties as the Fire Department Vehicle Control Officer
- Manages the fire protection vehicles.
- Plans, develops, implements, reviews, conducts and evaluates the comprehensive fire prevention training, safety, and hazardous material handling programs at the installation.
- Responsible for planning a comprehensive program of on-the-job and proficiency training for all fire protection and prevention personnel.
- Assigns, directs, and reviews the work of other employees who assist in carrying out program activities.
- Ensures the maintenance of reference materials such as the NFPA Handbook of Fire Protection, National Fire Codes, USAF directives, video library, other training aids, kits, and Career Development Course manuals.
- Required training includes chemical and physical properties of fire; combustible and explosive properties of volatile fluids and gases, and appropriate firefighting techniques; operation and maintenance of firefighting apparatus; use and maintenance of specialized powered and non-powered forcible entry tools and rescue equipment; extinguishing agents, their values and uses; firefighting techniques associated with explosives and nuclear weapons; hydraulics; structural and aircraft firefighting; rescue techniques and procedures; live fire drills; structural fire exercises, etc., and other subjects required to maintain a competent level of firefighting skills and knowledge.
- Prepares monthly, quarterly, semiannual, and annual training schedules for approval.
- Changes, adjusts, or supplements instructional materials to incorporate new information covering firefighting methods, techniques, procedures, equipment, and extinguishing agents.
- Analyzes course content, evaluates outcomes of training programs and functions to measure the effectiveness of program efforts and, as necessary, coordinates with the Fire Chief and other assistant chiefs and makes modifications to program methods and approaches.
- Coordinates and trains instructors to present fire protection operational, technical, safety, and hazardous material response lesson plans using appropriate techniques and approaches.
- Conducts recurring proficiency training in each functional area of fire protection.

- May conducts live (announced/unannounced) crash fire training and structural exercises in coordination with the Fire Chief.
- Evaluates the performance and proficiency of all personnel during training sessions and actual emergencies.
- Provides personal coaching and instructional guidance to personnel involved with completion of practical and academic projects such as automobile extraction.
- Evaluates assigned training tasks such as proper utilization of crash truck roof turret using current approved foam.
- Responsible for correcting deficiencies found in operational procedures or techniques through follow-up training. This includes directing assistant fire chiefs or any fire protection personnel in proper procedures from normal through serious emergency operations.
- May supervise Airport Firefighters in firefighting activities and other assigned tasks as directed by the Chief and in accordance with agency standards.
- Prepare and conduct instructional exercises as directed by Fire Chief.
- Assist Fire Chief in the development of firehouse procedures and directives.
- Ensure that Fire Department facilities are maintained in a safe, clean, neat and orderly fashion.
- Position is a 40-hours per week, but 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 and training requirements.
- Provide information and maintain an acceptable means of contact such as a cellular telephone or maintain a telephone at place of residence.
- Appropriately operate equipment, motor vehicles and trucks as assigned. Ensure proper utilization of same by subordinate staff.
- Other job related duties as assigned.

WORKING CONDITIONS

Firefighters routinely face risks, work irregular hours and must respond to calls regardless of the weather. Firefighters may face many dangers in the performance of their duties and the exact working conditions faced by a firefighter vary. Working conditions may include but are not limited to:

- May be subject to burns, dehydration and other effects from excessive heat, smoke, heavy protective equipment, falling materials, or explosions.
- May be subject to physical injury and sensory damage from firefighting activities, exposure to hazardous materials, and high noise levels.
- May be exposed to infectious and contagious diseases.
- Will be exposed to various types of fires, hazardous material spills, and possible explosions.
- May be subject to hazards while operating or riding on emergency vehicles under adverse conditions.
- May be required to work outside in various temperatures and inclement weather for extended periods of time.

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 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.
- In accordance with NFPA standards, must report any changes in medical conditions to State Human Resources through the appropriate chain of command.
- Be aware of and understand all applicable regulations, job performance and training requirements in accordance with ANG FPA program, DMNA and the ANGB assigned.
- Wear all personal protective equipment (PPE) provided (50+ lbs).
- Maintain grooming standards in accordance to 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 to include PPE).
- Work outside in various temperatures and inclement weather for extended periods of time.
- Work comfortably at heights; and in confined spaces in accordance with requirements.
- Get along with and interact well with different groups of people, including coworkers, management, both Federal and State.
- Complete and attend training as required.
- Travel may be required.
- Prepare written material in a clear and concise manner.
- Good verbal and written communication skills.
- Ability to read and write in English.
- Strong computer skills, specifically Microsoft Office Suite.
- Demonstrate reliability and trustworthiness.
- General work schedule is 40-hours per week on a bi weekly pay period schedule. Scheduling for these positions will be at the discretion of, and determined by, the Fire Chief, in accordance with agency standards and procedures.
- Schedule may at times include weekends and holidays.
- May be required to report in the event of a major incident.
- Work overtime as required.

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 DAFI 32-2001”. (MCA, Appendix 24). As requirements change, the incumbent will be required to know, obtain and maintain additional qualifications.*

Must possess a current Department of Defense (DOD) certifications: Fire Officer III, Fire Instructor II, Fire Inspector III and HAZMAT Incident Commander. Or equivalent certification accreditation by International Fire Service Accreditation Congress (IFSAC) or national fire service accreditation.

AND

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

- As a minimum, must be certified as and maintain certification as, a New York State Certified First Responder (CFR).
- As a minimum, must be certified as a Health and Safety Officer.
- Must be certified as a Incident Safety Officer
- Must be Incident Command System (ICS) 300/400 certified.
- May be required to obtain and maintain the National Emergency Medical Technician Certification in order to manage EMS program.
- May be required to obtain and maintain the NFPA 1403 Live Fire Certification.
- Must meet EMS requirement in accordance with appendix 24.

Possess a high school diploma or equivalent (GED).

Must have basic knowledge of computers including Microsoft Word, PowerPoint, 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 and State Human Resources.

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.

	<p>At all times, the employee <u>MUST</u> 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.</p> <p>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.</p>
How to Apply:	<p>To be considered for an interview, please submit your cover letter and resume to one of the following:</p> <p>BY E-MAIL (PREFERRED METHOD): Send to: ng.ny.nyarnq.mbx.mnhs-job-posting@army.mil Subject line to say: Job Title and Location</p> <p>BY MAIL: 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>BY FAX: (518) 786-6085 Fax Cover sheet to say: Job Title and Location</p> <p>In your submission, please be sure to indicate <u>what position and location you are applying to</u>. Ensure to <u>CLEARLY note how you meet the minimum qualifications</u> for the position. Be sure to include any specific licenses and/or certification in a skilled trade.</p> <p><u>Vagueness and omissions will not be resolved in your favor.</u></p> <p>For questions, please reach out to State Human Resources at (518) 786-4830</p> <p>This vacancy announcement will be posted until filled. Vacancy announcements can be closed 15 days after the original posting date listed below.</p>
Subject of Interview:	<p>ALL CURRENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY. INTERVIEWEES WILL BE EVALUATED BASED ON THEIR QUALIFICATIONS, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION.</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: SEPTEMBER 18, 2025

STATE VACANCY ANNOUNCEMENT #25-51

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