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

VACANCY ANNOUNCEMENT #26-69D

PREVIOUS APPLICANTS TO VACANCY #26-69C DO NOT NEED TO REAPPLY FOR CONSIDERATION

CLOSING DATE: DECEMBER 16, 2026

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 Officer (Fire Safety and Security)
Locations:	New York State Division of Military and Naval Affairs (DMNA): Air National Guard Base: • Stewart – 105th – Newburgh, NY – (1 vacancy)
Salary Grade:	Management Confidential (MC)
Salary Range:	Expected salary: $73,297 In addition: the Stewart ANGB will receive a Mid-Hudson adjustment of $2,150 annually.
Duties and Responsibilities:	The Training Officer/Assistant Chief of Training works under the supervision of the Base Fire Chief and Base Civil Engineer or other Chain of Command personnel. The position is responsible for managing, maintaining and administering the training 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 instructions; and applicable New York State Division of Military and Naval affairs (DMNA) policies - current and as amended. In addition, when necessary, the Training Officer will perform the duties of an Airport Firefighter 1 and 2 (APFF1 and APFF2); may act as the Airport Firefighter 3 (APFF3) or Fire Prevention Officer during absences/periods of leave. This position is management confidential and is not covered under labor contract provisions within the DMNA. This position within DMNA exists to provide training and related services to personnel and resources by state firefighter employees assigned to 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."

Under the direction of the Fire Chief, APFF3 or other appropriate Base Leadership and in support of the base mission, the Training Officer effectively manages the base Airport Firefighter training program and activities. The Training Officer must demonstrate leadership, professionalism and organizational skills at a higher level than the APFF 1 and 2.

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

- Plans, develops, implements, reviews, conducts and evaluates the comprehensive fire prevention training, safety, and hazardous material handling programs at the installation.
- Assesses the applicability of current program objectives and recommends changes when necessary.
- Assists in budget preparation.
- Responsible for planning a comprehensive program of on-the-job and proficiency training for all fire protection and prevention personnel.
- Manages the DOD Firefighter Certification Program for the Fire Department in accordance with the accredited certification program defined in ANG standards and regulations.
- Assigns, directs, and reviews the work of other employees who assist in carrying out program activities.
- Observes training being conducted by other instructors to ensure compliance with current procedures.
- Oversees the development of lesson plans for recurring proficiency training utilizing methods following established guidelines of the International Fire Service Training Association (IFSTA).
- 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.
- Plans and schedules work to meet program goals and objectives.
- Independently performs development and revision of training materials.

	• 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. • Makes recommendations to the Fire Chief on the level and mix of resources needed to carry out a successful program. • Maintains a highly competent knowledge of instruction techniques. • 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. • Conducts live (announced) crash fire training and structural exercises. • Conducts unannounced structural and crash rescue exercises in coordination with the Fire Chief. • Participates in practical training sessions. • 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. • Assists fellow firefighters in developing their professional knowledge and skill. • Evaluates assigned training tasks such as proper utilization of crash truck roof turret using current approved foam. • Advises appropriate supervisory personnel and the Fire Chief regarding participants' academic and practical training participation and outcomes. • 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. • Administers and conducts certification training in cardiopulmonary resuscitation (CPR). • 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. • Perform administrative duties in support of fire department operations to include use of computers and data entry. • 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 ANGFPA program, DMNA and the ANGB assigned.
- Wear all personal protective equipment (PPE) provided (50+ lbs.).
- Maintain grooming standards in accordance with 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 biweekly 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 III, Fire Inspector II 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). • Must maintain certification as a Cardiopulmonary Resuscitation (CPR) Instructor. • 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. • 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. 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 your cover letter and resume to one of the following: **BY E-MAIL (PREFERRED METHOD):** Send to: ng.ny.nyarng.mbx.mnhs-hiring-emo@army.mil **Subject line to say: Job Title and Location** **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** **BY FAX:** (518) 786-6085 **Fax Cover sheet to say: Job Title and Location**

	In your submission, please be sure to indicate **what position and location you are applying to**. Ensure to **CLEARLY note how you meet the minimum qualifications** for the position. Be sure to include any specific licenses and/or certification in a skilled trade. **ALL DOCUMENTS MUST BE RECEIVED IN STATE HUMAN RESOURCES MANAGEMENT (MNHS) BY DECEMBER 16, 2026.** **Vagueness and omissions will not be resolved in your favor.** For questions, please reach out to State Human Resources at (518) 786-4830.
Subject of Interview:	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. 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. *New York State Division of Military and Naval Affairs (DMNA) is an equal opportunity employer. NYS Human Rights Law prohibits discrimination because of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status, domestic violence victim status, gender identity, prior conviction records, prior arrests, youthful offender adjudications, or sealed records.* *If you require a reasonable accommodation during the application process due to a disability or medical condition, you may request it by contacting the personnel team at ng.ny.nyarng.mbx.mnhs-job-posting@army.mil. They will work with you and the agency's Designee for Reasonable Accommodation (DRA) to assist you.*
POSTED: NOVEMBER 16, 2026	

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