

GENESEE COUNTY

EMERGENCY MANAGEMENT TRAINING TECHNICIAN (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: This is an important technical position, assisting the Coordinator of Emergency Management Services or designee in assessing training needs and conducting training for local emergency services providers. Work follows closely prescribed laws and regulations with considerable leeway for independent judgment. Works under general direction of the Coordinator or his/her designee.

TYPICAL WORK ACTIVITIES:

Plans, organizes, develops, conducts and reviews training programs;
Identifies specific training needs and coordinates program requirements;
Develops training programs to meet identified needs by determining course content and method of presentation and obtaining materials;
Coordinates the activities and training program of the Fire Investigation team and Emergency Support Unit;
Program administrator for county AED/fire extinguisher program;
Researches and recommends new or expanded training programs;
May prepare budget estimates for training programs;
Prepares narrative material used for training programs;
Observes and evaluates training courses;
Maintains attendance and course records for all training programs;
Plan, Develop, exercise and review of county emergency management plans;
May act in a supervisory role for all specialized teams;
May be required to assist during emergency operations.
Assist with social media and applications related to the Emergency Management Office;
Assist in working groups and/or committees related to Genesee County emergency operations;
Assist and/or respond to events outside of business hours under the direction of the Emergency Management Coordinator;
Inspect and/or provide light maintenance to Emergency Support Unit apparatus and Equipment;
Operate emergency apparatus and may respond to scenes in accordance with the Emergency Management Office;
May work after business hours facilitating trainings/events at designated facilities.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS: Thorough knowledge of organizational practices; thorough knowledge of modern fire fighting and fire prevention techniques; thorough knowledge of emergency mobilization and plans; Thorough knowledge of laws, rules and regulations pertinent to emergency services; thorough knowledge of the geography of the County; ability to establish good working relationships with State, County, and Local officials and agencies: and members of the firefighting forces; ability to interpret fire and emergency plans; must possess strong computer aptitude with the ability to quickly grasp new computer software systems; ability to speak in public, initiative, resourcefulness, good judgment, ability to use radio, pager, personal computer and phone.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handles, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and move up to 35 pounds and occasionally lift and/or move up to 125 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

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The noise level in the work environment is usually quiet in office settings and loud during emergency operations.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, and

A. Five (5) years of active service in a volunteer Fire Department, two (2) years of which must have been in a supervisory capacity;

OR:

B. Three (3) years of active service in a career Fire Department, two (2) years of which must have been in a supervisory capacity;

AND:

Completion of New York State Residential and Outreach Fire Training Courses as required by the Coordinator of Emergency Management Services as follows:

Preference will be given to applicants that most closely meet the following criteria:

1. **FIRE OFFICER I (A/2548)* NFPA 1021 (prerequisites as follows)**

A Fire Instructor I and II

B Fire Officer I:
Introduction to Fire Officer (A/2545)
Fire Officer I

C Firefighter I or equivalent (Course O/1S)
Hazardous Materials First Responder Operations
First Aid and CPR
One (1) of the following options:
ii Fire Fighter I
iii Basic and Intermediate Firefighter
iiii Firefighting Essentials, Initial Fire Attack, Firefighter Safety and Survival and Fire Behavior and Arson Awareness

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- D Firefighter II *or equivalent*
Firefighter I
Accident Victim Extrication
And one (1) of the following options:
 - ii Advance Firefighter
 - iii Fire Attack II

- 2 **Fire Investigator I**
Fire Behavior and Arson Awareness (O/03)
Principles of Fire Investigation (O/37)

- 3 **National Incident Management Service (NIMS)**
ICS100, ICS200, ICS300, IS700, IS702, IS703, IS704, IS800

- 4 **Incident Safety Officer*** (3143)

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of valid New York State Driver's License and completion of New York State Residential and Outreach Fire Training Courses as required by the Coordinator of Emergency Management Services or his/her designee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive
Adopted 11/14/25