



STATE OF NEW YORK  
**DEPARTMENT OF STATE**  
ONE COMMERCE PLAZA  
99 WASHINGTON AVENUE  
ALBANY, NY 12231-0001

DAVID A. PATERSON  
GOVERNOR

LORRAINE A. CORTÉS-VÁZQUEZ  
SECRETARY OF STATE

December 28, 2009

Dear Firefighters:

The Office of Fire Prevention and Control (OFPC) is recruiting motivated and talented individuals interested in applying for the position of State Fire Instructor (SFI) assigned to Broome County. SFIs are temporary part-time, non-competitive, employees of OFPC. They are supervised by the Fire Services Bureau and are required to work closely with the County Fire Coordinator (CFC) in their assigned county. Instructors must follow the OFPC Policies, CFCs directions, local policies, class schedule, locations, times, etc.

**Job Description:**

1. Conduct fire training course as a lead instructor, delivered at county fire training centers or local fire stations as scheduled by the County Fire Coordinator(CFC) or Deputy County Fire Coordinator for Training (DCFCT).
2. Be available to instruct a minimum of 175 contact hours annually as scheduled by the CFC/DCFCT.
3. Act as the second instructor/safety officer for courses with live fire training evolutions.
4. Act as the second instructor for courses designated with skills lessons.
5. Complete administrative reports concerning student attendance and participation.
6. Instructors appointed after January 1, 1992, must obtain and maintain medical certification to use a full face piece respirator, self contained breathing apparatus (SCBA) as specified in 29 CFR 1910.134
7. Demonstrate firefighting skills such as search techniques using SCBA, hose drags and carries, ladder raise and carries, and use of various tools and appliances as outlined in course curricula.
8. Attend instructor certification conferences to receive instructor certification in designated courses.
9. Attend annual instructor certification conference to receive safety training as required by 29 CFR 1910.156 and 1910.134.
10. Maintain state issued equipment, and report condition, defects, damage or malfunctions to appropriate FSB staff members.
11. Maintain course schedule, submit instructor report cards, schedule/location change notices as required and submit payroll vouchers on a monthly basis.



**The minimum qualifications are as follows:**

1. Five years of experience as a firefighter.
2. Have at least two years experience as an instructor of routine fire training skills at the company officer level.
3. Have completed the following courses in the State Fire Training Program (or equivalent training program)\*

**Firefighter 1**

Equivalents: Firefighting Essentials and Initial Fire Attack or Basic and Intermediate Firefighter or National Certification NFPA 1001, Firefighter I

**Apparatus Operator Pump or Truck Company Operations**

Equivalents: Pump Operator course or Ladder Company Operations or National Certification in accordance with NFPA 1002

**Introduction to Fire Officer**

Equivalents: Fire Department Management and Operations or Preparing for Command or National certification NFPA 1021 Fire Officer I

**Fire Service Instructor 1**

Equivalents: Training Officer Workshop I & II or Educational Methodology or National certification NFPA 1041 Fire Instructor I

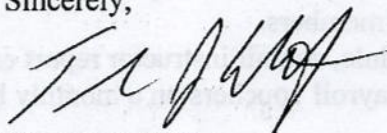
4. Possess the physical ability and dexterity to perform all tasks associated with fire instruction assignments.
5. Pass a respiratory medical exam or submit a statement of fitness to use self contained breathing apparatus. The statement of fitness shall be on a form specified by OFPC, signed by a medical doctor stating that the individual can use a respirator/SCBA; the date of exam; and when the next exam is required.

If you believe you are ready for the challenge and responsibility of being a State Fire Instructor e-mail your resume to Michael Miles at [mmiles1@stny.rr.com](mailto:mmiles1@stny.rr.com) or mail to on or before January 19, 2010:

NYS DOS OFPC  
Fire Services Bureau  
Suite 500  
99 Washington Avenue  
Albany, NY 12231

Attn: FPS Miles

Sincerely,



Thomas J. Wutz  
Chief, Fire Services  
Office of Fire Prevention and Control

TJW/mm