



New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #: 88-23

Posting Period: 8/10/2023 to 9/10/2023

Title: Special Staff Officer 3 (Assistant Fire Chief)

Salary: \$66,312.75 to \$93,632.47

Number of Vacancies: 1

Workweek: 53

Work Location: Atlantic City Air Base, 400 Langley Rd, Atlantic City, NJ 07302

Scope of Eligibility: Application will be accepted from all New Jersey Department of Military and Veterans Affairs employees who meet the requirements listed below. Selection will be made from among the best qualified.

Job Description: Under the supervision of the Installation Fire Chief or his/her designee, the position will require the individual to perform the duties of an Assistant Fire Chief. The incumbent of this position will be required to work 24-48 hour shifts and is subject to mandatory and involuntary overtime. Must maintain a telephone for emergency recall (at no cost to the government). This position requires 212 working hours per 28 day work cycle.

Position responsibilities include, but are not limited to:

- Provide immediate oversight and direction of day-to-day operations at a fire station for an assigned shift, an assigned program, or an assigned tasking as directed by the organizations leadership, the Installation Fire Chief, or his/her designee.
- Initiates proper Incident Command System protocols and directs the operation of local and mutually assisted Fire Suppression, Rescue, and Support resources during emergency response incidents and large scale events.
- Supervises the performance of crash-rescue and firefighting duties for all Department of Defense owned aircraft and infrastructure within the employees authorized jurisdiction..
- Supervises the performance of structural firefighting duties for a variety of facilities which may include research and/or large industrial complexes; hazardous materials (HAZMAT) containment and control duties; and/or Emergency Medical Response duties.
- Will be responsible for the proper management, discipline, training, and efficiency of assigned personnel to include coordinating work schedules, reporting work related instructions, and properly handling personnel matters for personnel assigned to ones appropriately designated area of responsibility.
- Supervises the rescue of personnel and immediate first aid measures to alleviate further injury and prepare the victim(s) for transport to a medical facility.
- Supervises the maintenance of firefighting vehicles, equipment, and fire station facilities.
- Complies with health, safety, security, and environmental rules and procedures and performs work in a manner that enhances the safety of the work environment.
- At the appointment of the Installation Fire Chief, participates in the administration and planning of a comprehensive fire prevention, firefighting and rescue, health and safety, or emergency services training program of a sufficient magnitude at the installation level.
- Supervises fire and emergency services information management systems, ensuring all firefighting equipment and personnel are scheduled, dispatched, and documented as required.
- Advises and provides counsel to employees regarding policies, procedures, and directives of management.
- Assists the Fire Chief by representing the Fire Protection Flight at a variety of installation, local community, and functional area organizations and by participating in special projects and initiatives.

- Implements, observes, and updates written procedures, performs data analysis, record keeping, and program management through internal control tools, in support of the Fire and Emergency Services Assessment Program.

Civil Service Commission Requirements

Incumbent must be an active member of the New Jersey National Guard upon assignment to this position unless formally waived by the Chief of Staff. When the individual loses military status for any reason, his term of employment may be extended by the Chief of Staff in a civilian status until such time as the incumbent is eligible for retirement as a veteran under NJSA 43:15A-61.

NOTE: For Firefighter appointments, must meet NFPA 1003 "Airport Firefighter" medical requirements and maintain Department of Military and Veterans' Affairs and AFP Physical Fitness Program standards.

Education: Graduation from an accredited college with a bachelor's degree.

NOTE: Must have completed formal or informal military courses resulting in the award of Military Occupational Specialist Code (MOSC) or Specialty Skill Indicator (SSI).

Experience: At least one (1) year military experience at Battalion level or in a support type unit.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

NOTE: Final Secret Clearance required.

Preferred Experience: Three (3) years of supervisory fire-fighting experience in an organized fire protection function that provides fire suppression, aircraft crash, and rescue services is required.

At a minimum, applicants must be certified by the DoD Fire and Emergency Certification System or comparable accredited entity in:

1. Fire Officer III (includes Fire Officer I,II)
2. Fire Inspector II (includes Fire Inspector I),
3. Fire Instructor II (includes Fire Inspector I)
4. HAZMAT Incident Commander (includes Hazmat Awareness, Hazmat Operations),
5. Airport Firefighter (Includes Firefighter I&II)
6. Incident Command System(ICS) level 400 (to include ICS 100,200,300,700,800)

Preferred Applicants should also have certifications in:

1. Fire Instructor III
2. Incident Safety Officer
3. Health and Safety Officer

NOTE: Applicants who do not possess the required education or certification may substitute experience as indicated above on a year for year basis. If selected, candidates may be eligible for enrollment into certification programs to which the candidate may be missing. Candidates must attain appropriate certification pursuant to the DoD Fire and Emergency Services Certification Program within 12 months from application for appointment.

License: Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Position requires a valid US Military license.

Residency: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: CareersCentral@dmava.nj.gov

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-7038.

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.