



New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #: 89-23

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

Title: Staff Assistant 1 (Fire Protection Specialist), P17

Salary: \$60,663.83 to \$85,483.81

Number of Vacancies: 1

Workweek: 53

Work Location: Atlantic City Air Base 400 Langley Rd. Atlantic City, NJ 08234

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

Job Description: Per DoDI 6055.06m (2018) Fire Protection Specialist (P-17 Staff Assistant) will serve in designated roles pursuant to the Fire and Emergency Services and Fighter Wing organizational leadership's needs. Fire Protection Specialist positions will act within an operating department with full-time staff responsibility for one phase of the total fire protection and prevention program. Roles and responsibilities may include but are not limited to: Station Captain, Health and Safety Officer, Incident Safety Officer, Training Officer, Fire Inspector, Accreditation team member/manager, or Emergency Medical Services officer. 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 within a 28 day work cycle.

Position responsibilities include, but are not limited to:

- Direct an appointed crew in firefighting activities, comprehending orders from higher-level supervisors at the scene of an event or emergency incident.
- Direct members of the crew in the care and maintenance of firefighting apparatus, firefighting equipment, facility and specialized work related equipment within the fire station, and the maintaining of the grounds surrounding the fire station.
- Respond to hazardous material/CBRNE incidents, surveying scene for the purpose of stopping or controlling the release of hazardous material spills.
- Make and/or directs fire prevention inspections of buildings and facilities within the installations jurisdictional boundaries.
- Assist supervision in administrative duties when properly assigned, to include: fire and emergency services training, health and safety protocol, fire prevention and community risk reduction, fire service self-assessment program monitoring and upkeep, and fire and emergency services operations when assigned to a specific fire department shift.
- Performs hazard and risk assessment techniques in completing initial incident analysis.
- Performs structural firefighting duties for a variety of facilities, which may include large multi-storied buildings, industrial areas, and/or base storage facilities. Performs rescue of personnel and a variety of first aid measures to alleviate further injury and prepare the victim(s) for transport to a medical facility.
- Complies with health & safety, environmental rules and procedures, and performs work in a manner that enhances the safety of the work environment.

As a Staff Assistant, will tend to matters outside of the scope of fire and emergency services duties when directed to do so by senior organizational leadership.

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: Applicants must have completed formal or informal military courses resulting in the award of Military Occupational Speciality Code (MOSC) or Speciality Skill Indicator (SSI).

Experience: Two (2) years military 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 on a year for year basis.

NOTE: Applicant must possess a Final Secret Clearance.

Preferred Experience: Candidates must have at least (3) years of experience as an Airport Rescue Firefighter.

Recommended Candidates should currently hold Department of Defense Fire and Emergency Services Certification/ or the ability to attain Department of Defense Certification through reciprocity of ProBoard or IFSAC Accredited Credentials in the following areas:

1. Fire Officer 2 (To include Fire Officer 1)
2. Fire Instructor 1
3. Fire Inspector 1
4. Incident Safety Officer
5. Hazardous Materials Incident Commander (To include Hazardous Materials Operations)
6. NJ Incident Management System Level 1 (ICS 200)

Preferable Candidates should possess the following certification in addition to the recommended certifications.

1. Fire Instructor 2
2. Fire Inspector 2
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 of 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 Military Driver's License for all assigned apparatus.

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.