| JOB DESCRIPTION | |
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| **County of York**<br><br>**York County Regional Training Center**<br>**Office of Fire & EMS Assistance** | **PUBLIC SAFETY INSTRUCTOR I (non-certified)**<br><br>Status: Reserve<br><br>FLSA: Non-Exempt / Hourly<br><br>Salary: $25.00/hr<br><br>Union: Non-Union<br><br>Reports To: RTC Operations Coordinator |

## SUMMARY

This is a multi-disciplinary, multi-tasking instructor position. A Public Safety Instructor I performs various functions associated with the training and education of public safety occupations. Such as; law enforcement, fire protection, emergency medical, communications, special operations and other skills associated with first responders. The incumbent will perform instructor duties under the guidance of the Regional Training Center Operations Coordinator. Instructor assignments will be based on qualifications and certifications achieved in a approved public safety specialty.

## EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures.
- Acts as a role model within and outside the work environment.
- Performs duties as workload necessitates.
- Maintains a positive and respectful attitude.
- Communicates regularly with supervisors about department issues.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services.
- Consistently reports to work on time prepared to perform duties of position.
- Meets County Government productivity and quality standards.
- Maintains appropriate customer relations.
- Must be able to work within a team.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Minimal qualifications to be hired are certification, qualification, or license in an approved public safety occupation.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage basic resources and records and reports essential to the instruction process.
- Assemble course materials.
- Prepare training records and reports.
- Prepares and processes requests for training resources.
- Schedule instructional sessions.
- Review and adapt prepared instructional materials.
- Deliver instructional sessions using prepared course materials.
- Organize the learning environment, laboratory, or outdoor learning environments.
- Use instructional media, props, equipment, and materials to present prepared lesson plans.
- Adjust presentations to students' different learners and characteristics, abilities, and behaviors.
- Operate and use audiovisual equipment and demonstration devices.
- Administer and grade student evaluation instruments.
- Deliver oral, written, or performance tests.
- Grade students' oral, written, or performance tests.
- Report test results.
- Provide examination feedback to students.

## SUPERVISORY RESPONSIBILITIES

- This is not a supervisory position. However, the incumbent may be assigned to leadership, coaching, evaluating and mentoring roles while performing as part of an instructor cadre.

## EDUCATION and/or EXPERIENCE

- High School graduate or equivalent.
- Qualification, certification, or license in an approved public safety occupation.
- Prior law enforcement, corrections, fire protection, 911 dispatch or EMS experience desired.

To advance in this grade, additional instructor certification recognized by the Maine Criminal Justice Academy, Maine Fire Service Institute, Maine Bureau of Emergency Medical Services, or other recognized qualifying bodies must be obtained.

## SPECIAL KNOWLEDGE, SKILLS, and ABILITIES

-This position requires effective oral and written communication skills, excellent interpersonal skills, and intermediate computer literacy. Must be able to work calmly under stressful situations.
-Skills to demonstrate use and maintenance of equipment and tools in a safe and correct manner.
-Interpersonal skills to communicate with the student, staff, faculty, and public in a courteous and professional manner.
-Skill in emergency operations.
-Ability to deliver instructional presentations.
-Ability to make timely decisions appropriate to the situation, circumstances, and facts at hand.
-Ability to deal in a fair and courteous manner with a variety of individuals.
-Ability to drive and operate emergency vehicles.
-Ability to provide instruction and evaluate students.
-Ability to provide didactic and cognitive training instruction.

## LANGUAGE SKILLS

In the English language, the incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to interpret written reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the public.

## REASONING ABILITY

Incumbents must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must

possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## CERTIFICATES, LICENSES, REGISTRATIONS

- Certification in a public safety occupational field.
- A valid driver's license is required.
- National Incident Management System, ICS 100, 200 and 700, required.

## PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. The incumbent will be subject to austere and stressful working conditions. Employees may be assigned to duties that may require medical clearance by a county physician, and/or compliance with the Medical Surveillance Program per OSHA 1910-120.

## WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

## SUBMITTAL INSTRUCTIONS

Interested candidates must submit a resume and/or application with qualifications to:
York County Human Resources
Attn: Linda Corliss
45 Kennebunk Road, Alfred, ME 04002
Or via email: lmcorliss@yorkcountymaine.gov
Physical Address: 149 Jordan Springs Road, Alfred, ME 04002
York County applications can be completed online via our website: yorkcountymaine.gov/careers

Deadline: This posting will remain open until 4:00 p.m. December 10, 2026

*York County Government is an Equal Employment Opportunity Employer*
*Applications are considered on the basis of ability, competence, and experience. It is a fundamental policy of York County Government not to discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, pregnancy, disability, status as a veteran, disabled veteran, or any other category protected by an applicable federal, state, or local law.*