

DEPARTMENT: FIRE COORDINATOR & EMERGENCY MANAGEMENT

CLASSIFICATION: COMPETITIVE

APPROVED: APRIL 3, 2017

FLSA Status: Exempt/ Administrative

DEPUTY FIRE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position that assists the Fire Coordinator/Director of Emergency Services with planning and supervising County programs of fire training, mutual aid, and preparation for emergency situations requiring the services of a first responder. The incumbent works under the general direction of the Fire Coordinator/Director of Emergency Services with wide leeway permitted for the exercise of independent judgment in carrying out the details of the work in accordance with established procedures, guidelines, rules, laws, and regulations. Supervision may be exercised over subordinate personnel and the work of volunteers participating in emergency management. The incumbent may act for and in the place of the Fire Coordinator/Director of Emergency Services in his/her absence. Does related work, as required.

TYPICAL WORK ACTIVITIES:

1. Assumes all duties of the Fire Coordinator/Director of Emergency Services in his/her absence at a fire or other incident requiring the services of first responders;
2. Acts as an advisor to the Fire Chief or Officer-in-Charge when responding to fires or major incidents;
3. Advises the County Manager and/or Chairman of the Legislature on significant events affecting the county in the absence of the Fire Coordinator/Director of Emergency Services;
4. Assists in the development of the department budget and monitors, oversees, and approves the spending for all county response teams;
5. Signs grants in the absence of the Fire Coordinator/Director of Emergency Services;
6. May supervise subordinate personnel and assist in assigning and reviewing work, training, evaluating work performance, maintaining work standards, handling absenteeism, discipline, grievances, etc.;
7. Oversees the Countywide All Hazards Hazard Mitigation Plan;
8. Assists municipalities with implementation of the Hazard Mitigation Plan and all necessary regional planning;
9. Maintains, coordinates, and oversees the fire records system, electronic PCR reporting system and fire mobile system;
10. Maintains the I Am Responding network and operations;
11. Assists the Officer-in-Charge or Fire Chief at a fire and/or emergency scene by securing additional equipment as needed, ascertaining the need for stand-by equipment, and acting as liaison officer to outside agencies while at fire and/or emergency scenes;
12. Develops required plans as per NYSDHSES and FEMA and maintains and updates existing plans;
13. Assists in the investigation of fires to determine cause and origin;
14. Assists in preparing reports on fire investigations and maintains records of investigations;
15. May determine the need for firefighting and fire prevention courses, assist with the development of new courses, and assist with the logistics and publicity of courses;
16. Maintains an inventory of all fire-fighting equipment and apparatus within the county;
17. Oversees the operation and maintenance of the P25 UHF trunked digital radio system;
18. Informs the Fire Coordinator/Director of Emergency Services of special functions, problems, or complaints of the fire companies;
19. Attends Mutual Aid meetings and may present reports as needed;

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DEPUTY FIRE COORDINATOR CONTINUED

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:

Thorough knowledge of modern firefighting and fire prevention methods, fire behavior, and the fire mobilization and mutual aid plan; thorough knowledge of the laws, rules, regulations, aims and purposes of the mutual aid plans; thorough knowledge of the geography of the county and the county fire service; thorough knowledge of CPD 101, Article 2B and other planning documents; working knowledge of the operations of a P25 UHF trunked digital radio system; working knowledge of OSHA and NFPA requirements; ability to establish and maintain harmonious working relations with state, county, and local officials and members of firefighting forces; ability to interpret the fire mutual training plan to county and local officials; ability to speak in public; ability to use radio, pager, personal computer, and phone; ability to lift and/or move up to thirty-five (35) pounds; ability to plan, coordinate, manage and supervise the work of others, and to evaluate their performance; ability to prepare complex reports; ability to prepare written material; ability to understand complex oral and written material; willingness to be called in to emergency situations twenty-four hours a day, seven days a week; willingness to work in adverse and extreme weather conditions; initiative and resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** one (1) year of active service in a volunteer or paid fire department as a Chief, Assistant Chief, or Deputy Chief; **OR**

Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** three (3) years of active service in a volunteer or paid fire department, one (1) year of which must have been as a Chief, Assistant Chief, or Deputy Chief; **OR**

Graduation from high school or possession of an equivalency diploma **AND** five (5) years of active service in a volunteer or paid fire department, one (1) year of which must have been as a Chief, Assistant Chief, or Deputy Chief.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:

Candidates should submit copies of certifications indicating completion of the following courses:

1. Firefighter I or equivalent (Course O/1S);
2. National Incident Management Service (NIMS) ICS100, ICS200, ICS300, IS700, IS702, IS703, and IS800;
3. Possession of a valid New York State driver's license at time of appointment and throughout the duration of employment.