

## **FIRE COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important administrative position involving responsibility for planning and supervising the County-wide program of fire training and mutual aid to cope with fires and other public emergencies requiring the service of firefighters. The incumbent acts as liaison officer between the firefighting forces of Broome County, the County Fire Advisory Board, the County Legislature, the County Executive, and the New York State Office of Fire Prevention and Control. This position involves responsibility over fire control and is in no sense in charge of any fire. Work is performed at the pleasure of the County Executive, under the general direction of the Director of Emergency Services. Direct supervision is exercised over the Deputy Fire Coordinators. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans and directs the organization of mutual aid programs among the various fire departments within the County;  
Facilitates and supervises the County Fire Training Program and maintains County training records;  
Oversees special response teams;  
Organizes and supervises training schools for Firefighters which also include the use of Emergency Services equipment in the event of an accident of derailment involving hazardous materials;  
Establishes liaison with County Fire Coordinators of adjacent counties for the development of inter-county mutual aid programs;  
Prepares periodic reports on the status of the County's fire training and mutual aid programs and other aspects of fire service activities;  
Supervises and participates in fire inspections;  
Plans, inaugurates and encourages fire prevention programs;  
Advises, guides and assists local fire company Chiefs, or other incident commander at scenes of emergencies;  
Maintains a county-wide inventory of fire equipment and materials;  
Plans, estimates and recommends the purchase of additional firefighting equipment or special services by identifying present and future fire control goals and objectives.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern firefighting and fire prevention methods;  
Thorough knowledge of the laws, rules and regulations, and the aims and purposes of the State Fire Mobilization and Mutual Aid Plan and of the fire service;

Thorough knowledge of the proper communication procedures and operations;  
Good knowledge of the geography of Broome County;  
Good knowledge of administrative principles and techniques;  
Good knowledge of equipment and capabilities of emergency service agencies in Broome County;  
Good knowledge of reporting procedures required by the New York State Office of Fire Prevention and Control;  
Ability to communicate effectively with government officials and general public;  
Ability to supervise the work of others;  
Ability to demonstrate leadership abilities;  
Ability to make crucial decisions in crisis situations;  
Ability to coordinate activities of multiple agencies responding to emergencies;  
Ability to prepare a variety of reports;  
Ability to effectively present ideas, both orally and in writing;  
Ability to interpret the fire training and mutual aid plan to County and local officials and the public;  
Initiative;  
Resourcefulness;  
Dependability;  
Good judgment.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or higher in Fire Protection Technology, Fire Science and Administration, Fire Science and Safety Technology, Fire Science Technology or closely related field and five years' experience in firefighting and/or fire prevention work that included EITHER:
- 1) a minimum of three years' as Fire Chief, Assistant Fire Chief, Deputy Fire Chief of a career or volunteer fire department, and currently a member in good standing of an organized fire department; OR
  - 2) a minimum of four years' experience as a Fire Captain in a career fire department, currently a member in good standing of an organized fire department; OR
- B) Graduation from high school or possession of a high school equivalency diploma and seven years' experience in firefighting and/or fire prevention work that included

EITHER: 1) a minimum of four years' as Fire Chief, Assistant

Fire Chief, Deputy Fire Chief of a career or volunteer fire department, and currently a member in good standing of an organized fire department; OR

2) a minimum of five years' as Fire Captain in a career department fire department, and currently a member in good standing of an organized fire department; OR

C) An equivalent combination of training and experience as indicated by the limits of A) and B) above.

**SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:**

**Minimum Training Standards must be met:**

1) Training to the New York State Firefighter Standard:

- A) New York State Essentials of Firemanship, Initial Fire Attack, and Hazardous Materials First Responder Operations; OR
- B) New York State Basic Firefighter, Intermediate Firefighter and Hazardous Materials First Responder Operations; OR
- C) New York State Firefighter 1; AND

2) New York State Fire Officer 1 or equivalent; AND

3 ICS training consistent with the training guidelines as defined in the FEMA NIMS Training Guidance Document: ICS 100, ICS 200, ICS 300, ICS 400, ICS 700 and ICS 800.

\* Paid or volunteer experience as firefighter in an organized fire department will be considered to be acceptable experience; however, volunteer time will be pro-rated. Proof of active service must be submitted with the application.

**SPECIAL REQUIREMENT:** Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.