

DEPUTY FIRE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for supervision of various programs and areas such as County wide fire training, mutual aide, fire investigation, communications, confined space rescue, hazardous materials and emergency management. The work is performed under the general supervision of the Fire Coordinator with leeway allowed for the use of independent judgement. Supervision may be exercised over fire operations in the communications center. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees specific fire service topic areas such as communications, fire investigation, as assigned by the Fire Coordinator;
Assists in organizing, implementing and directing the County Mutual Aid Plan;
Recommends fire service topic areas for the operating budget;
Reports topic area activities to the Coordinator;
Makes recommendations to the Coordinator concerning the long-range goals of the department;
Acts as a liaison between the Fire Coordinator and other County public safety organizations and local officials.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern fire fighting, rescue and fire prevention methods;
Good knowledge of the geography and political subdivisions of the County;
Familiarity with the laws, rules and regulations and of the aims and purposes of the Mutual Aid Program, the County Arson Plan and the County Hazardous Materials Plan;
Familiarity with the principles and operation of a two-way radio system;
Ability to interpret the fire training, mutual aid, arson and hazardous materials plans to County and local officials, and the public;
Ability to speak in public;
Initiative and resourcefulness;
Good judgment;
Dependability.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in fire science and **either**:
- Two years' experience in firefighting and/or fire prevention work as a paid full time employee in a fire

department, one of which must have been in a supervisory capacity as a Chief, Assistant Chief, Captain or Lieutenant: **OR**

- Five years' experience in firefighting and/or fire prevention work as a member in good standing of a volunteer fire department organized under New York State Law, one year of which must have been in a supervisory capacity as a Chief or Assistant Chief; **OR**
- B) Graduation from high school or possession of an equivalency diploma and either:
- Four years' experience in firefighting as a paid full time employee in a fire department, two years of which must have been in a supervisory capacity as a Chief, Assistant Chief, Captain or Lieutenant; **OR**
 - Seven years' experience in firefighting and/or fire prevention work as a member in good standing of a volunteer fire department organized under New York State Law, one year of which must have been in a supervisory capacity as a Chief or Assistant Chief.
- C) Any equivalent combination of training and experience as indicated in A) and B) above.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:

- 1) Course completion as issued by the New York State Office of Fire Prevention & Control as Firefighter 1 Standard, one of the following options:
 - a) New York State Essentials of Fireman ship, Initial Fire Attack and Hazardous Materials First Responder Operation; **OR**
 - b) New York State Basic and Intermediate Firefighter and Hazardous Materials First Responder Operations; **OR**
 - c) Firefighter 1;

AND:

- 2) Course completion as issued by the New York State Office of Fire Prevention & Control as Fire Officer 1; **AND**
- 3) Completion of ICS training consistent with the training guidelines as defined in the FEMA NIMS Training Guidance document: ICS 100, ICS 200, ICS 300, ICS 700 and ICS 800.