

COUNTY FIRE AND EMERGENCY COORDINATOR

GENERAL STATEMENT OF DUTIES: Administers the county fire training and mutual aid programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for planning and supervising the county programs of fire training and mutual aid to cope with fires and other public emergencies requiring the services of firefighters. The employee receives administrative direction from the County Legislature, County Fire Advisory Board and the State Division of Fire Safety Control.

EXAMPLES OF WORK: (Illustrative only)

Acts as liaison officer between various fire departments and ambulance service within County;

Prepares and submits to the County Legislature, the County Mutual Aid Plan, and necessary revisions thereto;

Plans and directs the organization of mutual aid programs among the various fire departments within the county;

Organizes and supervises training schools for firefighters;

Acts as liaison officer between the State Division of Safety, the County Legislature, the County Fire Advisory Board, the various fire departments within the County, and other county officials;

Maintains the county inventory of manpower, equipment and materials;

Establishes running cards for response of apparatus in intra-county and inter-county operations, and keeps other records relating to mutual aid operations;

Is responsible for the establishment of a county fire control center, and the overall supervision of same, including the supervision of the maintenance and operation of the county fire radio and communications system;

Establishes liaison with County fire Coordinators of adjacent counties for the development of inter-county mutual aid programs;

Plans and estimates the need for additional or unique equipment or special services for the county and recommends the purchase of equipment;

Supervises and participates in fire inspections of schools and county operated buildings;

Prepares periodic reports for and to the County Legislature on status of the county's fire training and mutual aid program and other aspects of fire service activities;

Supervises and participates in fire inspection of schools;

County Fire and Emergency Coordinator

Plans, inaugurates and encourages fire prevention programs;

Speaks before civic groups;

Plans public relations programs for fire safety;

Makes periodic reports to the Division of Fire Safety Control.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of modern fire fighting and fire prevention methods; thorough knowledge of the laws, rules and regulations and of the aims and purposes of the state fire mobilization and mutual aid plan and of the fire service; good knowledge of the geography and political subdivisions of the county; ability to establish and maintain cordial working relationships with the state, county and local officials and members of fire fighting forces; working knowledge of the principles and operation of a two-way radio system; ability to plan, supervise and coordinate a complexity of operations; ability to interpret the fire training and mutual aid plan to county and local officials and the public; initiative and resourcefulness; good judgment; physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard senior high school or possession of an equivalency diploma issued by the New York State Education Department; and six (6) years of satisfactory experience in fire fighting and/ or fire prevention work; two (2) years of which must have been in a supervisory capacity.

ULSTER COUNTY

1910 CO F&E CD

Classification: Competitive

1911 CO FE CD P

Classification: Non-Competitive

NUMGT