

DEPUTY COUNTY FIRE AND EMERGENCY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for assisting the Deputy Director of Emergency Management/Fire Coordinator-in the planning and supervision of the county program of fire training and mutual aid to cope with fires and other public emergencies requiring the services of firefighters. The incumbent has responsibility for an assigned geographic area of the county and may have additional responsibility for one or more specific phases of the county program such as training and mutual aid.. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Acts as liaison officer between the Deputy Director of Emergency Management/Fire Coordinator and various fire departments in an assigned geographic area of the county;

Assists in providing education programs to local municipalities and organizations on various fire issues and topics, such as Emergency Preparedness or Incident Command;

Keeps all fire departments assigned to their battalion abreast of the current available training sessions from the County Training Division, New York State, Regional Training Associations, and any seminars made available to Ulster County Emergency Responders;

Works with departments assigned to their Battalion to ensure that all reports are submitted to Ulster County or New York States as needed;

Assists in the design and update of mutual aid plan;

Recommends and prepares specifications for purchases of new equipment;

Participates in the preparation of reports;

Maintains a perpetual inventory of in service fire equipment, manpower and materials within assigned geographic area;

Meets with county fire chiefs to explain and discuss mutual aid procedures;

Assists in the organization of mutual aid and emergency drills;

Monitors mutual aid calls, evaluates effectiveness of service and makes report to Deputy Director of Emergency Management/Fire Coordinator.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern fire suppression equipment, methods and technology; good knowledge of the laws, rules and regulations of the aims and purposes of the state fire mobilization and mutual aid plan; good knowledge of fire service and operations; good knowledge of the geography and political subdivisions of the county and resources available;

ability to establish and maintain cordial working relationships with county and local officials and members of fire agencies; ability to plan, supervise, coordinate and communicate in emergency situations; ability to interpret the fire training and mutual aid plan to county and local officials and the public; initiative and resourcefulness; good judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and eight (8) years of satisfactory experience in firefighting, three (3) years of which must have been in a supervisory capacity.

Special Requirements:

Employees appointed after January 1, 2018, must have completed the following New York State Outreach courses (or equivalent training course):

- Firefighter I
- Fire Officer I
- National Incident Management System (NIMS) 100, 200, 700, 800
- Within one (1) year of hire, incumbents must have completed the following NYS Outreach courses:
Hazardous Materials Incident Command
Fire Instructor I
- Within two (2) years of hire, incumbents must have completed National Incident Management System (NIMS) 300

ULSTER COUNTY
2270 DEP F&E CD
Classification: Competitive
2271 DEP FE C P
Classification: Non-Competitive
NU

Adopted: March 31, 1980
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