

DEPUTY FIRE COORDINATOR

Distinguishing Features of the Class: This is an administrative position involving the responsibility for assisting the Fire Coordinator in planning and working on the County's programs in fire training, and mutual aid to cope with fires and other emergencies requiring the services of professional and volunteer fire safety and health employees. The work is performed under the general direction of the Fire Coordinator. Does related work as required.

Typical Work Activities:

- Plans and directs the organization of programs among the various fire departments within the County as well as preparing plans for departmental, battalion and county exercises;
- Organizes and supervises training schools for Firefighters which also include the use of civil defense equipment in the event of an accident or derailment involving hazardous materials;
- Takes command of Fire Convoys in exercises and emergencies;
- Is responsible for ensuring correct radio communications in the various battalions;
- Establishes liaison with the County Fire Coordinator for the development of inter-county mutual aid programs;
- Prepares periodic reports for and to the Fire Coordinator of the status of the County's fire training and mutual aid programs and other aspects of fire service activities;
- Assists in Civil Defense activities or exercises as directed by Fire Coordinators;
- Speaks before civic groups;
- Plans public relations programs for fire safety.

Full Performance Knowledges, Skills, Abilities and Personal Characteristics:

- Thorough knowledge of modern firefighting 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 organize for large scale operations;
- Ability to establish and maintain cordial working relationships with the County and local officials and members of firefighting forces;
- 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;
- Working knowledge of the principles and operation of a two-way radio system;
- Initiative; resourcefulness; good judgment;
- Physical condition commensurate with the demands of the position.

Deputy Fire Coordinator continued.

Minimum Qualifications: Graduation from a standard senior high school or possession of an equivalency diploma issued by the New York State Education Department; and must have been active for the last five (5) years as a;

(A) paid full-time employee of a fire department; **OR**
(B) member in good standing of a volunteer fire company; and have supervisory experience

(A) as Chief or Assistant Chief in a volunteer fire company; **OR**
(B) as Chief, Deputy Chief or Lieutenant in a paid Fire Department.

07/20/90

12/06/95

08/11/04 Retyped