

Civil Division: Oneida County Government  
Jurisdictional Class: PJC Non-Competitive  
Revised: 02/01/05

### **DEPUTY COUNTY FIRE/HAZ-MAT COORDINATOR (PART-TIME)**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for assisting the County Fire Coordinator in the administration, planning and supervision of the County's hazardous material operations and mutual aid programs. Typically, the Deputy oversees program administration once the program has been established by the Fire Coordinator. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Organize the County's response to Hazardous Materials and WMD Incidents;  
Plans training for members of the Fire Services for hazardous Materials and WMD Incidents;  
Organize drills and exercises for the Haz-Mat team members and other individual fire departments;  
Maintain Haz-Mat equipment Inventory for Oneida County;  
Maintain Haz-Mat response equipment for Oneida County;  
Prepare reports for the County Fire Coordinator on Haz-Mat Incidents and response in Oneida County;  
Assist in preparation of the department's annual budget;  
Acts as liaison between the County Fire Coordinator and other county public safety organizations.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of modern fire fighting, fire prevention, and Haz-Mat, and response methods; good 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; working knowledge of the principles and operation of a two-way radio system; ability to develop effective working relationships and deal diplomatically with the State, County, local officials, and members of local fire departments; ability to plan, supervise and coordinate a complexity of operations; ability to interpret and present the fire training, mutual aid, and Haz-Mat plan to County and local officials and the public; ability to speak in public; initiative and resourcefulness; good judgement.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Fire Protection Technology, Fire Science and Administration, Fire Science and Safety Technology or Fire Science Technology, **AND** three (3) years of experience in NYS Haz-Mat technical and Haz-Mat operations as a member in good standing of a volunteer or career fire department and trained in Haz-Mat response; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma, **AND** five (5) years of experience as outlined in (A).

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENTS:** Possession of a valid New York State drivers license at time of appointment and must maintain license throughout appointment.