

SENIOR ONEIDA COUNTY FIRE COORDINATOR (PART-TIME)

DISTINGUISHING FEATURES OF THE CLASS: This is an 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. An employee in this class receives administrative direction from the County Board of Legislators, County Fire Advisory Board and the State Division of Fire Safety, with general supervision from Deputy Director of Civil Defense. General supervision is exercised over Deputy Coordinators and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares and submits to the County Board of Legislators the County Mutual Aid Plan and necessary revisions;

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

Advises local agencies and departments concerning their operational plans and procedures, and coordinates their emergency planning, training, and education;

Maintains liaison with local Emergency Management Office relative to operations, training and education.

Organizes and supervises training schools for firefighters;

Acts as liaison officer between the State Division of Safety, the County Board of Legislators, the County Fire Advisory Board, 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;

Maintains establishment of a County fire control center;

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 such equipment;

Serves as advisor to the local Emergency Management Director and staff on coordination of local emergency management operational planning;

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

Directs and coordinates work of technical personnel in developing and implementing their operational plans and training programs;

Supervises, and participates in, fire inspection of schools;

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.

continued...

SENIOR ONEIDA COUNTY FIRE COORDINATOR
(PART-TIME)

page two

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern firefighting and fire prevention methods; thorough knowledge 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 State, County and local officials and members of firefighting forces; working knowledge of the principles and operation of a two-way radio system; ability to plan, supervise and coordinate various fire related operations; ability to interpret the fire training and mutual aid plan to County, local officials and the public; ability to speak in public.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience in fire fighting or fire prevention; two (2) years of which must have been in a supervisory capacity, in either a paid or duly organized and equally recognized volunteer fire department.

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