

Civil Division: Oneida County Government
Jurisdictional Class: Non-Competitive
EEO Category: Protective Service
Revised: 02/24/16

DEPUTY COUNTY FIRE 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 fire training and mutual aid programs. Typically, the Deputy oversees program administration once the program has been established by the Director of Emergency Services. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists and coordinates the development and implementation of mutual aid programs among the various ambulance services, fire departments, law enforcement agencies, municipalities and other support agencies within Oneida County, whereby participants lend cooperative, reciprocal emergency assistance to one another;

Represents the department at emergency, disaster incidents, planned event and at various meetings of EMS, fire, law enforcement organizations, municipalities and other support agencies and other interested groups;

Helps in developing and implementing critical incident stress management (CISM) teams, when requested;

Coordinates the participation of local EMS, fire rescue, law enforcement, municipalities and other support agencies in discipline specific and inter-agency training;

Attends in-service / supplemental training as required by the Director of Emergency Services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern firefighting and fire prevention 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 and mutual aid plan to County and local officials and the public; ability to speak in public; initiative and resourcefulness; good judgment.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate 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 fire fighting and/or fire prevention work as a member in good standing of a volunteer or career fire department; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience as described above.

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

SPECIAL REQUIREMENTS: Possession of a valid New York State driver's license at time of appointment and must maintain license throughout appointment.

Adopted: 1963 Budget, Deputy Mutual Fire Aid Coordinator

Revised: 1968 Budget, title change: Deputy County Fire Coordinator; 10/1/96; 1/15/99, 02/01/05, 05/21/13, 02/24/16