

CHIEF DEPUTY FIRE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the Deputy Commissioner of Public Safety with Fire Coordinator duties. The work requires planning and supervising county programs of fire training and mutual aid to cope with fires and other public emergencies requiring the service of fire fighters. The incumbent may assist the Deputy Commissioner of Public Safety with Fire Coordinator duties with daily duties; this includes coordination of special operations activities and operations of the County Emergency Operations Center (EOC). Employees in the class work independently and receive some direction from the Deputy Commissioner of Public Safety with Fire Coordinator duties.

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.*

Maintains County of Sullivan Bureau of Fire webpage and social media pages;

Maintains County issued ID Card system/Accountability IDs for all Emergency Services

Personnel;

Acts as liaison between various fire departments within the county and Risk Management and GIS;

Assists in the operation of the County's EOC (Emergency Operations Center) during a declared emergency situation;

Assists in preparing and submitting to the County Legislature the County Mutual Aid plan and necessary revisions thereto;

Assists in planning and directing the organization of mutual aid programs among the various fire departments within the county;

CHIEF DEPUTY FIRE COORDINATOR**Page 2**

Assists in organizing and supervising training schools for firefighters;

May act as liaison officer between the State Division of Safety, the County Legislature, the County Fire Advisory Board, the 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;

May establish liaison with County Fire Coordinators of adjacent counties for the development of inter-County mutual aid operations;

Assists in planning and estimating the need for additional or unique equipment or special services for the County and recommends the purchase of equipment;

May supervise and participate in fire inspection of schools and County-operated buildings;

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

Plans, inaugurates, and encourages fire prevention programs;

May speak before civic groups;

Makes periodic reports to the Division of Fire Safety Control.

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 of the aims and purposes of the state fire

CHIEF DEPUTY FIRE COORDINATOR**Page 3**

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 the state, county and local officials and members of firefighting forces; working knowledge of the principles and operations of a two-way radio system; 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; initiative and resourcefulness; and good judgment.

MINIMUM QUALIFICATIONS: Four years of experience in firefighting and/or fire prevention work.

Y:\CLASSPLAN\CHIEF DEPUTY FIRE COORDINATOR.DOC
Originated: April 19, 2024
Jurisdictional Class: Competitive
Public Hearing: pending
NYS Civil Service Commission Approval: pending

Placed in Classplan: 11/19/2024