

## **DIRECTOR OF FIRE SAFETY**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for providing administrative oversight and supervision of operations or functions performed by a Monticello Joint Fire District operating with both volunteer and paid firefighters. The incumbent will establish and implement plans to prevent or minimize the loss of life and property by fire and emergency medical conditions, including the establishment of policies and procedures for career firefighters. The Director of Fire Safety is appointed by and reports to the Board of Fire Commissioners. Supervision is exercised over subordinate staff.

### TYPICAL WORK ACTIVITIES:

Performs all duties and responsibilities of the position of Firefighter;

Supervises and directs the activities of paid career Firefighters employed by the Monticello Joint Fire District;

Oversees and manages all activities of the fire department;

Establishes and implements procedures to insure compliance with occupational safety and health standards or requirements;

Assigns work, delegates responsibilities, schedules staff, reviews performance, conducts employee counseling sessions, initiates disciplinary actions, and performs other traditional supervisory functions;

Assesses policies, regulations, and statutory controls relating to assigned functions and implements procedures to insure adequate compliance;

Conducts periodic inspections and visits fire or training sites to determine the effectiveness of work procedures and practices;

Identifies the need for equipment or supply purchases and makes requisitions for the same;

## **DIRECTOR OF FIRE SAFETY**

**page 2**

Conducts employee recruitment activities and interviews to make recommendations concerning staff appointments or promotions;

Assists in developing specifications and procedures to insure safety and security in all operations;

Directs assigned staff in carrying out the missions of the department;

Assists in preparing bids for products, machinery, equipment, and services and evaluates products and services to determine that specifications are being fulfilled;

Maintains an inventory of equipment and supplies;

Coordinates the activities of assigned functions with other operating units of the Monticello Joint Fire District;

Assists in preparing and maintaining the operating budget for the department;

Formulates and determines policies pertaining to assigned functions, and initiates procedures for implementation of policies;

Assesses the need for changes in personnel policies and collective bargaining agreements, and identifies issues for resolution in the collective bargaining process;

Administers personnel policies and collective bargaining agreements for assigned staff.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Good knowledge of modern firefighting principles, practices, and equipment; good knowledge of first aid techniques; good knowledge of management functions involved in directing an organization or organizational segment; good knowledge of principles and practices involved in directing the activities of subordinate staff; good knowledge of the principles and techniques

## **DIRECTOR OF FIRE SAFETY**

**page 3**

necessary to the operation and maintenance of a Fire District; ability to express ideas clearly both orally and in writing; ability to identify factors and criteria for inclusion in bid specifications; ability to read and follow written material; ability to acquire a working knowledge of technical aspects of assigned functions within a short period of time; ability to operate heavy motor equipment; willingness to perform assigned tasks; mechanical aptitude; mental alertness and dependability; decisiveness; honesty; and integrity.

### MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a bachelor's degree in public administration, business administration, or a related field and at least two years of experience as a firefighter; or
- (B) Graduation from high school or possession of an equivalency diploma, and six years of experience as a firefighter; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

*Special requirements: At the time of appointment, candidates must possess an appropriate class New York State license to operate a motor vehicle. In accordance with the provision of section 209-W of the General Municipal Law, permanent appointment will be contingent upon possession of a certificate issued by the State Fire Administrator, attesting to the candidate's having satisfactorily completed an approved Fire Basic Training Program.*

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**DIRECTOR OF FIRE SAFETY**  
**page 4**

---

L:\CLASPLAN\DIRFIRE.WPD  
Last Reviewed: 06/10/2013  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Revised in classplan on 06/10/2013  
Revised and Replaced in Classplan: 1/31/2023  
Revised and Replaced in Classplan: 3/31/2025 (Edu)