

## **DIRECTOR OF FIRE AND EMPLOYEE SAFETY**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is a senior-level department head who plays a critical role in ensuring the safety and well-being of County employees, contractors, and the public by developing, implementing, and overseeing comprehensive safety programs. This position reports directly to the Commissioner of Public Safety and operates with substantial autonomy and minimal direct operational direction. The incumbent shall be available for off-hours work and serve on an on-call basis as assigned.

**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.*

**Safety Program Development and Implementation:**

Designing Safety Programs: develops and implements County-wide safety initiatives, including risk assessments, hazard identification, and emergency response plans tailored to County operations like Public Works; Information Technology Services; Planning, Community Development, and Environmental Management; Management and Budget; Human Resources and Risk Management; Health and Human Services; County Legislature; etc.

Policy Coordination: Coordinates the drafting, reviewing, and updating of safety policies and procedures, and makes recommendations to improve efficiency and reduce risks. This could involve collaborating with department heads to integrate safety into operational workflows, such as in utilities or transportation divisions, including, but not limited to, programs such as: Fire Code of New York State, Fire Safety and Prevention, Occupational Safety, Hazardous Materials and Safety Data Sheets, Facility Safety, Public Employee

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Safety and Health, Emergency Preparedness and Response, etc.

Training and Education:

Conducts Training Sessions: Organizes and delivers safety training programs for employees in coordination and support of Human Resources and Risk Management – covering topics like workplace ergonomics, fire safety, accident prevention, and equipment handling;

Coordinates and/or supports annual Public Employee Safety and Health-required trainings or specialized sessions for high-risk roles, tracks participation and effectiveness to ensure all staff are up-to-date, leads evacuation drills, and life safety equipment inspections and reporting;

Pre-Project Safety Reviews: Before major projects – in coordination with and support of the Division of Public Works - conducts safety briefings or reviews plans and specifications to identify potential hazards, such as in construction or infrastructure maintenance, contributing to safer project execution;

County Fire Coordinator:

In accordance with New York State County Law 225-A: Oversees County Mutual Aid Plan; manages County fire training program; supervises and leads County deputy fire coordinators and fire investigators; provides emergency management support; assists County Director of Communications in Public Information role for fire incidents; responds to large fire incidents and oversees support and coordination for Federal, State and local

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agencies; maintains equipment and resource inventories; liaison between County and Fire Advisory Board, County Legislature, New York State Division of Homeland Security and Emergency Services State Fire, and County departments;

**Compliance and Monitoring:**

Regulatory Compliance: Ensures information sharing for Risk Management documentation.

Assists Departments and Divisions with adherence to laws like Public Employee Safety and Health, workers' compensation requirements, and environmental safety standards;

Conducts audits and inspections to prevent violations, in support of County Compliance, Human Resources and Risk Management, and other relevant stakeholders. This includes maintaining records of incidents, near-misses, and corrective actions to demonstrate compliance during audits, as well as ensuring facilities maintain necessary life and property safety equipment, training, and practices;

Incident Investigation and Reporting: When accidents occur, investigates root causes, documents findings, and recommends preventive measures. Compiles reports for County Risk Management or Human Resources, tracking metrics like injury rates to identify trends and implement improvements.

**Administrative and Collaborative Duties:**

Recordkeeping and Reporting: Maintains detailed safety records, including training logs, inspection reports, and accident statistics.

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Collaboration and Oversight: Works with cross-departmental teams, chairs safety committee, conducts all fire drills and evacuation drills in accordance with all applicable policies, laws, and Codes; conducts site visits; and promotes a culture of safety through awareness campaigns, including daily department level rosters during evacuation drills and real-world incidents;

Updates after-action reporting for incidents, drills, and real-world events; and

Other duties as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of modern safety, firefighting, and fire prevention methods; thorough knowledge of the laws, rules and regulations and of the aims and purposes of occupational safety, harm reduction, hazardous materials management, 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 the State, County and local officials and members of emergency services; working knowledge of the principles and operation of a two-way radio system; ability to plan, supervise, and coordinate a complexity of operations; ability to interpret Federal, State, and County rules and regulations; initiative and resourcefulness; good judgment; and ability to respond off-hours.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and ten (10) years of career firefighting experience; or

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(B) Twenty (20) years of volunteer firefighting experience with a minimum of ten (10) years as County Fire Coordinator with a County in New York State.

**SPECIAL LICENSES OR CERTIFICATES REQUIRED FOR APPOINTMENT:** Candidate must possess the following: (a) Valid New York State driver's license; (b) New York State Fire Instructor, or equivalent; (c) New York Fire Extinguisher Maintenance; (d) New York State Building Safety Official, or the ability to obtain same within eighteen (18) months from appointment.

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Originated: 12/1/2025

Jurisdictional Class: Competitive

Public Hearing: n/a

NYS Civil Service Commission Approval: n/a

Reviewed and placed in Classplan: 1/12/2026