

EMERGENCY SERVICES TRAINING CENTER COORDINATOR 110-E

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the safe, efficient and orderly operation of the Emergency Training Center, including maintaining the buildings, grounds and equipment. The incumbent is responsible for obtaining, coordinating and overseeing training services. Work is performed under the general supervision of the Commissioner of Public Safety, and in their absence, the Deputy Commissioner of Public Safety, with considerable leeway allowed in carrying out the details of the work assignments. Supervision is not a significant responsibility of this position. Does related work as required.

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.*

Assists the Commissioner of Public Safety, and in their absence, the Deputy Commissioner of Public Safety, in planning, developing and enforcing standards and procedures governing the management, business operations, maintenance and safety of the County Emergency Services Training Center;

Coordinates and schedules training programs at the Center for fire companies, police departments, EMS units and emergency management personnel;

Recruits and contracts with fire instructors and arranges for specialized training programs conducted by vendor consultants or state certified instructors;

Implements and enforces adherences to the Center's safety rules and regulations, including safe operation of all related apparatus and equipment;

Oversees and participates in the maintenance and operation of Center equipment as per the Sullivan County Emergency Services Training Center Policies and Procedures and the Sullivan

County Policies and Procedures for Conducting Live Fire Training;

Assists in preparing and administering the annual operating budget for the Training Center;

Develops and maintains records for all fire companies participating in training programs at the Center;

Coordinates with other County departments (i.e. Sheriff, Probation, Public Works) for arranging use of training center for County personnel;

Aids fire companies and departments in meeting guidelines of New York State fire prevention and control training programs.

Maintains training supply inventory and orders supplies;

Inventories and maintains all equipment at the Emergency Services Training Center;

Prepares and maintains a variety of computerized records, files and reports relative to assigned responsibilities;

Performs activities as needed, such as the mowing, trimming of lawns, removal of shrubs and snow removal;

Maintains buildings and grounds and performs preventative maintenance and minor repairs;

Assists setting up the Emergency Operations Center (EOC) and other related duties when the EOC is activated;

May operate and maintain motorized equipment;

Performs other assigned tasks as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern fire fighting and fire prevention methods; thorough

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knowledge of fire training operations as stated in National Fire Prevention Association Manual relating to the building, maintenance and operation of a fire training center; ability to establish and maintain good working relationships; ability to plan and coordinate training programs; ability to keep records and make reports; ability to operate a personal computer and utilize common office software programs, including word processing and spreadsheets; ability to make basic arithmetic computations; ability to communicate effectively, both orally and in writing; working knowledge of the principles of inventory control; working knowledge of buildings and grounds maintenance methods; accuracy, orderliness; good judgment; mechanical aptitude; willingness to work outdoors under adverse weather conditions; and tact.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and seven (7) years' experience as a paid or volunteer firefighter, including two (2) years at a supervisory level **and** one (1) year experience in the field of either buildings or grounds maintenance or in inventory control.

SPECIAL REQUIREMENTS:

- (1) Candidate must possess a valid driver's license and have completed the NYS Office of Fire Prevention and Control Firefighter I Training Program, including Incident Safety Officer Training.
- (2) Candidate must have the ability to operate a computer for word-processing, database or spreadsheet applications.

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Originated: 02/29/08

Jurisdictional Class:Competitive

Public Hearing:N/A

NYS Civil Service Commission Approval: N/A

Revised in Classplan on 3/3/08

Revised in Draft on 4/22/08

Revised in Draft on 4/23/08

Placed in Classplan on 4/29/08; Revised in Classplan on 12/19/08

Revised and Replaced in Classplan: 2/2/2023

Revised and Replaced in Classplan: 5/26/2023