

FIRE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an important position involving responsibility for planning and supervising the county programs of fire training and mutual aid to cope with fires and other public emergencies requiring the services of firefighters. The employee receives minimal administrative direction from the County Legislature, Bureau of Fire, and the State Division of Fire Safety Control.

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.*

Acts in liaison officer between various fire departments and ambulance service within the county;

Prepares and submits to the County Legislature, the County Mutual Aid Plan, and necessary revisions thereto;

Plans and directs the organization of mutual aid programs among the various fire departments within the county;

Organizes and supervises training schools for firefighters;

Acts 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;

Establishes liaison with County Fire Coordinators of adjacent counties for the development of inter county mutual aid programs;

Plans and estimates the need for additional or unique equipment or special services for the county or

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recommends the purchase of equipment;

May supervise and participate in fire inspections of school and county operated buildings;

Prepares periodic reports for and to the County Legislature on the 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;

Speaks before civic groups;

Makes periodic reports to the Division of Fire Safety Control.

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

TERISTICS: Thorough knowledge of modern firefighting and fire prevention methods; thorough 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; 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 operation of a two-way radio system; ability to plan, **supervises 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: Five years of experience in firefighting and/or fire prevention.