

## **FIRE COORDINATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional and administrative position which is responsible for the planning and supervision of county programs of fire training and mutual aid, which cope with fires and other public emergencies requiring the services of firefighters. This position involves a great deal of contact with community agencies to develop cooperative plans and work together in times of emergency. The incumbent acts as a liaison between the New York State Office of Fire Prevention and Control, the Dutchess County Fire and Safety Advisory Board and fire departments and districts within Dutchess County. This person also administers the County Fire Training Center. Work is performed under the general supervision of the Emergency Response Coordinator. Administrative supervision is received from the Dutchess County Fire and Safety Advisory Board and the New York State Office of Fire Prevention and Control. Supervision is exercised over the Fire Training Instructors. Due to the nature of this position, the incumbent must be available to attend a variety of meetings in the evenings and must be available to work during emergencies.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbent in this title include those listed below in addition to those work activities performed by dispatch staff. They are indicative of the level and types of activities performed by incumbent in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably be expected to be performed by an employee in this title.

1. Functions as the County Fire Coordinator, which includes overseeing all fire training and mutual aid programs in the County and handles all day-to-day issues relative to the County fire training and mutual aid programs;
2. Administers all County fire-related response initiatives;
3. Prepares and submits the County Fire Mutual Aid Plan for the Emergency Response Coordinator;
4. Plans and directs the organization of mutual aid programs among the various Fire Departments within the County;
5. Administers the operation of the County Fire Training Center, including budget preparation, recommending approval of contracts, developing and implementing policies and strategic planning;
6. Maintains the inventory of personnel, equipment and materials relative to the Fire Services located within the County;
7. Administers various grant programs related to fire training and mutual aid;
8. Acts as the liaison between the New York State Office of Fire Prevention and Control, the Dutchess County Fire and Safety Advisory Board, the Emergency Response Coordinator, the various Fire Departments and Districts within the County and other County officials;
9. Establishes liaison with County Fire Coordinators of adjacent Counties for the development of inter-county mutual aid programs;
10. Plans and estimates the need for additional equipment or special services for the County and recommends purchase of such equipment;
11. Prepares reports for the Emergency Response Coordinator relating to the County's fire training and mutual aid program and other related activities;
12. Plans, implements and presents public relations programs on fire safety and prevention programs to civic groups;
13. Makes periodic reports to the New York State Office of Fire Prevention and Control, the Dutchess County Fire Advisory Board, the Dutchess County Fire Chief's Council and the Association of Fire Districts of Dutchess County.
14. Prepares and monitors annual budget for the Division.

## **FIRE COORDINATOR** (Cont'd)

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of modern fire fighting and fire prevention methods in order to plan and administer County wide training programs in fire training and mutual aid;

Knowledge of the laws, rules and regulations and the aims and purposes of New York State Fire Mobilization and Mutual Aid Plan and of the services provided in order to develop and administer the County program;

Knowledge of the geography and political subdivisions of Dutchess County in order to oversee a successful mutual aid program;

Knowledge of training techniques and how to administer training programs;

Knowledge of communication and negotiation techniques in order to negotiate between groups with a common goal but diverse interests;

Ability to prepare a variety of narrative and statistical reports, comprehensive plans, funding applications, grants, training, etc. utilizing a variety of software packages;

Ability to relate to a variety of groups and establish and maintain effective working relationships under tense conditions;

Ability to communicate effectively, both orally and in writing;

Ability to react quickly and calmly in emergencies, control the situation and direct others;

Ability to prepare and monitor budgets;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a New York State equivalency diploma and:

- EITHER:       (A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in Fire Science or a related field PLUS three years of active membership in a career Fire Department or seven years of active service in a volunteer Fire Department:
- OR:            (B) Graduation from a regionally accredited or NYS registered college or university with an Associate's degree in Fire Science or a related field PLUS five years of active membership in a career Fire Department or ten years of active service in a volunteer Fire Department:
- OR:            (C) Graduation from high school or possession of a New York State equivalency Diploma PLUS seven years of active membership in a career Fire Department or fourteen years of active membership in a volunteer Fire Department of which seven years shall have been in a supervisory rank;
- OR:            (D) An equivalent combination of education, training and experience between the limits of (A), (B) and (C) above.

### **SPECIAL REQUIREMENTS:**

1. Possession of a New York State Driver License at time of appointment.
2. Completion of NYS Fire Fighter I training course (or equivalent) at time of appointment.

ADOPTED: 01/01/2010

REVISED: 08/12/2011    1/1/2015 (previously Assistant Coordinator – Fire Coordination)