

EMERGENCY SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves coordination and provision of training, technical and liaison assistance to fire management services in an assigned area, such as communications, mutual aid, fire cause and origin, fire training, and/or other public emergency response services area requiring proficient firefighter experience. Assignments may be given by geographical area, or by area of expertise e.g. hazardous material response, arson investigation, etc. Incumbents perform liaison work with local fire departments and emergency response teams in order to coordinate efforts and available resources. Duties also include establishing and improving inter-agency relationships and developing and presenting educational materials and procedures. Work is performed under general supervision from the Commissioner of Emergency Services. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops mutual aid and emergency response services in conjunction with local fire organizations;
Implements and coordinates procedures for fire response and investigation services provided at the scene of incidents by the members of local fire departments and response teams;
Coordinates the activities of public safety agencies, fire and emergency response teams at the scene of fires, securing additional specialized resources as needed;
Meets with local fire chiefs and fire organizations in order to develop and improve interagency relationships and procedures;
Participates in the recruitment, training and evaluation of specialized team members;
Supports Fire Chiefs in case of mutual requests or other incidents requiring the services of firefighters or resources, and requests County dispatch center to dispatch assistance;
Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern firefighting and fire prevention methods; good knowledge of the application of laws, rules, regulations, codes and ordinances dealing with construction, fire prevention, fire department administration, public safety, etc.; good knowledge of the goals and objectives of the New York State fire mobilization and mutual aid plan, and the fire service; good knowledge of the geography and political subdivisions of the county; ; working knowledge of radio, and telephone systems used in fire services including laws, rules and regulations of the Federal

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Communications Commission and other agencies specifying the design, installation, maintenance and operation of emergency communications systems; ability to plan, and coordinate complex procedures involving participation of community resources in support of fire and disaster relief; skill in public speaking; proficiency in the use of radio communications; ability to interpret the fire and rescue training and mutual aid programs to county and local officials and the public; ability to establish and maintain effective relationships with state, county, local officials, the news media and all levels of the fire service; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; tact; good judgment.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and ten (10) years of experience in volunteer and/or paid fire service which includes five (5) years of experience at the supervisory level.

SPECIAL REQUIREMENTS:

1. Completion of New York State Office of Fire Prevention and Control (OFPC) Firefighter I or equivalent.
2. Completion of Fire Officer I training or fifty (50) hours of comparable officer/leadership training.
3. Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS) training including IS 700, ICS 100, ICS 200, and ICS 300.
4. Must be available to serve on-call on nights, weekends and holidays, per arrangement.
5. Average time worked per week shall be ten (10) hours or less.
6. Possession of a current appropriate Motor Vehicle Operator's license valid in New York State, at time of appointment.