

## DEPUTY COUNTY FIRE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving responsibility for assisting the County Fire Coordinator in planning and supervising the county program of fire training and mutual aid. The work is performed under general supervision after a program has been established by the fire coordinator. Supervision is exercised over the work of subordinate employees. A Deputy County Fire Coordinator does related work as required.

### TYPICAL WORK ACTIVITIES:

- Assists the fire coordinator in planning and directing the mutual aid programs among the various fire departments within the county;
- Supervises the operation of the County Fire Control Center;
- Assists in the preparation of reports, records, and logs;
- Supervises the dispatch of fire apparatus and personnel;
- Assists in planning public relations programs for fire safety;
- Assists in maintaining the county inventory of manpower, equipment, and materials;
- Maintains repair service reports of the County Fire Control Center;
- Acts as secretary to the County Fire Advisory Board;
- Acts as liaison between the fire coordinator and other county public safety organizations;
- Assists in the establishment of a county fire control center.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of modern fire fighting and fire prevention methods; good knowledge of the geography and political subdivisions of the county; working knowledge of the laws, rules, regulations, and purposes of the mutual aid program and fire service; working knowledge of the principles and operation of a two-way radio system; ability to plan, supervise, and coordinate the work of others; ability to interpret the fire training and mutual aid plan to county and local officials and to the public; ability to follow verbal and written instructions; initiative; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Four years of satisfactory experience in fire fighting and/or fire prevention work as a paid employee of a fire department, or as a member in good standing of a volunteer fire company or department duly organized under the laws of New York State.

### CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 8/25/92

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