



COUNTY OF ERIE

MARK POLONCARZ

COUNTY EXECUTIVE

DEPARTMENT OF HOMELAND SECURITY &

EMERGENCY SERVICES

45 Elm Street – Buffalo, NY 14203

716 858-6578 – FAX 858-7937

www.erie.gov/emergency

Daniel Neaverth Jr.
Commissioner

To: Potential Applicants
From: Melissa Calhoun, Special Assistant
Date: 4/10/2018
Re: Assistant Coordinator – Fire Safety

Please see the attached job specifications for the Assistant Coordinator – Fire Safety position. If you believe you meet the qualifications for the position please email your resume/cover letter to Melissa.Calhoun@erie.gov no later than April 20, 2018.

Any questions please contact the main office at 716-858-6578.

Thank you!

ASSISTANT COORDINATOR-FIRE SAFETY

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for directing and assisting in the administration of the Fire Safety Division of the Department of Emergency Services. The incumbent organizes, coordinates and schedules the County fire training and mutual fire aid programs. Work is performed under the general direction of the Deputy Commissioner, Fire Safety. Supervision is exercised over clerical, maintenance and part-time instructional personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Creates and implements county wide firefighter recruitment and retention program;
Develops and implements social media best practices strategy for department;
Oversee, advance and update the departments existing social media accounts;
Advances inter agency collaboration and builds on first responder networks;
Assists in planning, developing, scheduling and directing fire training courses for volunteer fire companies, mutual aid programs, and among the various fire departments within the County;
Coordinates operation of three County fire training facilities, including the scheduling of fire companies and fire instructors;
Arranges and schedules special training courses;
Prepares reports of training status;
Assists in supervising the operation and maintenance of the County fire radio system, (over one thousand units), as well as systems for highways, parks, civil defense, Fire Emergency Medical System and executive staff;
Promotes fire mutual aid operations within the County and with surrounding counties;
Assists in maintaining County inventory of manpower, equipment and resources;
Assists the Deputy Commissioner with the routine administration of internal office functions and assumes charge during absence of the Deputy Commissioner;
Attends State Fire Coordinator meetings, technical conferences and seminars;
Instructs County personnel in basic fire safety procedures;
Gives lectures, demonstrations and speeches on fire prevention to County agencies, schools and civil organizations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern firefighting and fire prevention methods; good knowledge of the laws, rules and regulations governing and affecting fire service, fire mobilization and mutual aid plans; good knowledge of building construction practices; working knowledge of the principles and operation of a two-way radio system; ability to establish and maintain good working relationships with various fire service organizations, State, County, city, town and village officials and members of the fire fighting forces; ability to plan, organize and coordinate a variety of operations; ability to communicate effectively, both orally and in writing; sound professional judgment; initiative; tact; courtesy; capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or NYS registered two year college or university with an Associate's degree in Fire Science Technology and either five years of paid experience in firefighting, fire training or fire prevention work, at least three years of which involved the supervision and fire training of others; or ten years as a member in good standing in a volunteer fire company or department duly organized under the laws of NY State, at least six years of which involved the supervision and fire training of others; Or:

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ASSISTANT COORDINATOR- FIRE SAFETY

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- B) Graduation from high school or possession of a high school equivalency diploma and either seven years of paid experience in firefighting, fire training or fire prevention work, at least three years of which involved the supervision and fire training of others; or fourteen years as a member in good standing in a volunteer fire company or department duly organized under the laws of NY State, at least six years of which involved the supervision and fire training of others; Or:
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENTS:

Possession of a valid NYS driver's license at time of appointment and throughout period of employment; and
Possession and maintenance of a valid New York State Emergency Medical Technician (EMT) card at time of appointment and throughout period of employment; and
Completion of incident command training: ICS 100, ICS 200 and ICS 300, at time of appointment.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements