

ERIE COUNTY
VACANCY NOTICE
Assistant Coordinator – Fire Safety
Starting Annual Salary: \$44,081

The work involves responsibility for directing and assisting in the administration of the Fire Safety Division of the Department of Homeland Security & 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.

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 interagency 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 fire training courses;
Prepares reports of fire 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.

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:
- 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.

Competitive benefits package includes comprehensive health, dental, and vision coverage and NYS retirement.

If interested and meet the above qualifications, please forward resume to Daniel Neaverth, Commissioner of Emergency Services, Erie County 45 Elm Street, Buffalo, NY 14203 or by email to Daniel.Neaverth@erie.gov by July 5, 2021.

Erie County is an Equal Opportunity Employer