

DIRECTOR OF PROGRAM DEVELOPMENT II (FIRE SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Commissioner of Emergency Services, incumbents of this position direct, coordinate and control administrative and operational activities within the Fire Services Division, including but not limited to Grasslands Fire Brigade, Cause and Origin Team, Special Operations, County Fire Code Enforcement and the Fire Training Center. The incumbent plans, develops and assesses the ready status and effective execution of the aforementioned teams and facilities. The incumbent is responsible for the formulation of policies and procedures for the fire services provided by Westchester County. Considerable technical skill and independent judgment must be exercised. Supervision is exercised over a small number of specialized technical staff as well as numerous hourly instructors. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees all training programs offered at the Fire Training Center and ensures their effectiveness in meeting departmental goals as well as Federal, State and local requirements for training;

Develops goals, objectives, standards and procedures for the operation and maintenance of the County Fire Training Center;

Continually evaluates program activities and implements modifications as needed to meet quality and effectiveness standards;

Works through subordinates to maintain training records and schedules;

Assists in developing training curriculum based on assessment of field operations;

Serves as a liaison with the New York State Office of Fire Prevention and Control along with Federal, State, and Local government officials relating to fire issues;

Prepares reports relating to training center activities and training programs provided to other municipalities;

Maintains liaison with municipal fire and emergency service agencies to determine both on-site and off-site training needs as well as facilitating mutual aid as needed;

Attends regular meetings with local, state, and regional representatives on training issues;

Directs and coordinates all matters relating to the effective operation of the Grasslands Fire Brigade, Special Operations and Cause & Origin teams including such factors as training, equipment and reporting documentation;

Directs and coordinates all matters relating to the maintenance of the facilities used by the Department of Emergency Services, including coordinating with DPW and contractors for all repair and construction projects;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Prepares the annual budget for the Fire Service Division programs;

At the direction of the Commissioner of Emergency Services, serves as the County Fire Coordinator, handling the administration of the mutual aid coordinators, the Westchester County Fire Mutual Aid Plan and providing incident assistance for emergencies requiring mutual aid, specialized equipment or technical services;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of fire prevention methods; thorough knowledge of principles and practices of fire fighting; thorough knowledge of the NYS Uniform Fire Prevention and Building Code related to fire safety; thorough knowledge of the practices and procedures of securing the integrity of incident scenes; thorough knowledge of methods used in testing emergency and fire safety equipment; thorough knowledge of fire safety inspection practices and procedures; good knowledge of Hazardous Material and Cause and Origin theories and practices as they relate to emergency situations; good knowledge of fire equipment-related regulations; basic knowledge of building systems, maintenance and construction; knowledge of the practices and procedures of program development specific to fire training; ability to give lectures and demonstrations on fire prevention and fire fighting; ability to conduct and evaluate fire drills; ability to prepare reports relating to program activities; ability to supervise and plan the work of others, in both emergency situations and day-to-day operations; 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; reliability; initiative; resourcefulness; good judgment; agility; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) a Bachelor's Degree* in Fire Science or related field and five years of administrative** experience as either a paid or verifiable volunteer fire officer, or National or NYS certification in Fire Instructor II, or; (b) a Bachelor's Degree* and six years of administrative ** experience as described in (a).

*NOTE: Education above the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

**NOTE: In this case, administrative experience is defined as participation in the direction and control of an identifiable organizational unit or program, in addition to the supervision of at least 10 subordinates, and involvement in planning, resource allocation, program evaluation and policy formulation. In terms of uniformed services, this will mean experience at the rank of Captain or above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL REQUIREMENTS: (1) Certification for National Incident Management System 300; (2) New York State Certification as Firefighter II; (3) Possession and maintenance of a valid New York State driver's license appropriate to the equipment operated while in the title; (4) Incumbent must meet standards of OSHA regulation 1910.134 Respiratory Protection and National Fire Prevention 1500 mandates, and will be required to meet Federal, State and local standards with respect to health and safety.