

## FIRE MUTUAL AID COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class provide assistance in fire management services and technical expertise in an assigned area of fire services and communications, mutual aid, fire cause and origin, fire training, and other public emergency response services requiring the services of firefighters. These assignments may be for a geographical area, hazardous material response or arson investigation. Incumbents also perform liaison work with local fire departments and emergency response teams in order to coordinate efforts and available resources; establishing and improving inter-agency relationships; and developing and presenting educational materials and procedures. These are part time positions, compensated at an authorized stipend. Does related work as required.

### EXAMPLES OF WORK: (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 inter-agency 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 Fire Control to dispatch assistance;

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 needed.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of modern fire fighting and fire prevention methods, strategy and tactics; 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, telephone and teletype systems used in fire services including laws, rules and regulations of the Federal Communications Commission and other agencies specifying the design, installation, maintenance and operation of emergency communications systems; ability to plan, and

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES (Cont'd):

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 cordial and 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; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and five years fire service experience at the supervisory level.

SPECIAL REQUIREMENTS:

1. Completed NYS Office of Fire Prevention and Control (OFPC) Firefighter I or equivalent
2. Completed Fire Officer I training or fifty hours of comparable officer/leadership training
3. National Incident Management System (NIMS) certified in IS 700, ICS 100 and ICS 200

NOTE #1: Volunteer experience may be substituted for each year of the above stated paid experience.

NOTE #2: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.