

PROGRAM ADMINISTRATOR (FIRE SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this position are responsible for administering program services relating to one or more of the three major functional areas within the fire services division of the Department of Emergency Services: Training, Special Operations and Code Enforcement. The aforementioned operations are provided for Westchester County and all its municipalities. Responsibilities also include supervising the day-to-day operations and emergency response of the Grasslands Fire Brigade and Special Operations Team, Fire Code Enforcement and safety inspections of all County-owned facilities, and ensuring that the training center is well maintained and properly equipped for training at all times. Supervision is exercised over a small number of staff and maintenance personnel as well as numerous hourly instructors. May be required to work off shift hours or 'on-call' hours to meet departmental needs during emergency response/operations. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs all training programs offered at the Fire Training Center by developing, reviewing and continually evaluating training programs, scheduling program activities, ensuring that instructors are appropriately qualified, and coordinating instructor assignments;

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

Coordinates training efforts with the New York State Office of Fire Prevention and Control;

Ensures the effective and accurate maintenance of all training records for personnel who attend training programs;

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;

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

Coordinates public education programs and resources for all local departments;

Coordinates the activities of, and provides administrative support to the Haz-Mat (Hazardous Material) and Technical Rescue (Tech Rescue) teams, SOT (Special Operations Teams) and the (WMD) Weapons of Mass Destruction programs which operate within the County;

Ensures that employees working on Hazardous Materials, Tech Rescue, Special Operations Team and Weapons of Mass Destruction Teams receive necessary training and physicals as required; keeps records on same;

Provides assistance to the County Fire Coordinator as required;

Assists the Haz-Mat and Tech Rescue team by responding with the Haz-Mat and Tech Rescue response vehicle to emergency scenes to mitigate incidents;

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

Reviews and generates reports as they pertain to Haz-Mat, Tech Rescue, and WMD activities;

Directs and/or participates in the fire safety inspection of County property maintained by the Department of Public Works;

Ensures inspection and maintenance of all fire fighting apparatus and related emergency equipment;

Reviews and comments on new construction documents for fire safety;

Generates work orders detailing facility and equipment conditions to be repaired or corrected;

Administers the Grasslands Fire Brigade, including staffing, training, maintenance, and operation of equipment; functions as Chief of the Brigade;

Keeps abreast of the latest fire prevention methods and fire code regulations and ensures dissemination of all materials related thereto to all staff;

Ensures that employees on the Hazardous Materials, Special Operations, Tech Rescue and WMD teams receive appropriate training and have required physicals; maintains detailed records on same;

Assists in annual budget preparation and monitors division expenditures;

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

Attends meetings, seminars and conferences as required;

Attends relevant training to maintain currency in concepts, practices and techniques.

May perform other incidental tasks, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of fire prevention methods; thorough knowledge of basic principles and practices of firefighting and fire safety; good knowledge of the practices and procedures of securing the integrity of incident scenes; working knowledge of Hazardous Material and practices as they relate to emergency situations; 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; knowledge of building systems, maintenance and building construction; ability to give lectures and demonstrations on fire prevention and firefighting; 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,

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd)
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: A Bachelor's degree and either: three years of experience as a career fire officer or six years as a verifiable volunteer fire officer.

SUBSTITUTION: A specialized Bachelor's degree in Fire Science or closely related field may be substituted for one year of the required fire officer experience.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:

- (1) Depending upon assignment, NYS Certified Code Enforcement Official for the NYS Uniformed Fire Prevention and Building Code;
- (2) National Incident Management System 100, 200, 300 and Incident Systems 700;
- (3) Possession of a valid driver's license appropriate to the equipment operated;
- (4) Depending on assignment, New York State or National Certification as Firefighter II;
- (5) 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.