



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 24-039 **POSTING DATE*:** FROM: 6/17/2024 TO: until filled

JOB TITLE: Fire Coordinator (Pending)

RATE OF PAY: 2024: \$28.57/hr (\$55,712/yr)

LOCATION: Ontario County Emergency Management Office

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

See attached job description below for minimum qualifications and information on the position.

APPLICATION DEADLINE / LAST FILING DATE*: until filled

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

FIRE COORDINATOR

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Bachelor's degree in Fire Science or a related field AND either three (3) years of full-time paid experience in firefighting, fire training, fire investigation or fire prevention work, at least one (1) year of which must have involved investigating the origin and cause of fires or the fire training of others; OR six (6) years as a member in good standing in a volunteer* fire company or department duly organized under the laws of NY State, at least two (2) years of which must have involved investigating the origin and cause of fires or the fire training of others; OR
2. Possession of an Associate's degree in Fire Science or a related field AND either five (5) years of full-time paid experience in firefighting, fire training, fire investigation or fire prevention work, at least two (2) years of which must have involved investigating the origin and cause of fires or the fire training of others; OR ten (10) years as a member in good standing in a volunteer* fire company or department duly organized under the laws of NY State, at least four (4) years of which must have involved investigating the origin and cause of fires or fire training of others; Or
3. Graduation from high school, or higher, or possession of a high school equivalency AND either seven (7) years of full-time paid experience in firefighting, fire training, fire investigation or fire prevention work; OR fourteen (14) years as a member in good standing in a volunteer* fire company or department duly organized under the laws of NY State, three (3) years of which must have been responsible for investigating the origin and cause of fires or fire training of others; OR
4. An equivalent combination of training and experience as defined by the limits of (1) (2) and (3) above.

*NOTE: Completion of the Firefighter Verification of Volunteer Service form is required if experience claimed is volunteer. This form can be found on the Human Resources website at: <https://ontariocountyny.gov/94/Human-Resources>.

SPECIAL REQUIREMENTS – AT TIME OF APPOINTMENT:

1. Driver's License: Possession of a valid New York State Operator's license and maintenance of such license throughout the tenure of employment in the position.
2. Residency: The Incumbent in this position is required to reside within Ontario County throughout the tenure of employment in the position.

SPECIAL REQUIREMENT – WITHIN TWO YEARS OF APPOINTMENT: Must obtain the Fire Investigator certification through the New York State Fire Office of Fire Prevention and Control and maintenance of such certification throughout the tenure of employment in the position.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

FIRE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for planning, supervising, and administering the county programs of fire training and mutual aid to cope with fires and other public emergencies requiring the services of firefighters and other first responders. An incumbent of this class, acts as a liaison between the Ontario County Board of Supervisors, the County Fire Advisory Board, and the fire fighting forces in the county and the officers and governing boards or bodies. This position investigates cause and origin of fires as requested by fire departments in Ontario County or may serve on fire investigations teams with other agencies. Work is performed under the direction of the Director of Emergency Management. The incumbent may be designated to act for and in place of the Director of Emergency Services in his/her absence. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans and directs the organization of mutual aid programs among the various fire departments with the County;
 Attends County Fire Advisory Board meetings as a representative of Ontario County, and provides requested information,
 Attends schools, seminars, conferences, and conventions on a local, regional, state, and national level;
 Maintains the county inventory of manpower, equipment and materials, including the supervision of Fire Training Instructors, Fire Training Aides, the Hazardous Materials Team, Specialized Teams, etc.;;
 Perform fire investigations to determine the cause and origin of fires upon request from local fire departments, appropriately reviews and maintains fire investigation reports, and provide court room testimony;
 Establishes and maintains relationships with County Fire Coordinators of adjacent counties for the development of inter-county mutual aid programs;
 Oversees fire training grounds;
 Plans and estimates the need for the addition of unique equipment or special services for the county and recommends the purchase of such equipment;
 Prepares periodic reports for and to the Board of Supervisors in the status of the county's fire training and mutual aid program, Fire Advisory Board meetings, and other aspects of fire service activities;
 Oversees the deployment of the fire assets in response to the activation of the Statewide Mutual Aid Plan;
 Plans, creates, and teaches public relations programs for fire safety;
 Assists the Director with Emergency Management, Incident Command, or any other related duties; to include assisting with Emergency Operations Center tasks, duties, and positions;
 Acts as the on-scene Incident Commander when necessary;
 Acts as an advisor for the Emergency Communications Room in the Ontario County Sheriff's Department to ensure that the proper procedures are followed, and that the Federal Communications Commission rules and regulations are adhered to on all services for fire, police, medical, and "911" and report any discrepancies to the Chief Communications Officer for any necessary action;
 Meets with the New York State Office of Fire Protection, Fire Protection Specialist as required and coordinates the yearly County firefighter training and outreach with State Fire Instructors;
 Maintains up-to-date listing of Chief Fire Officers contact information and current lists of all fire apparatus in Ontario County;
 Recruitment and retention of volunteer firefighters;
 Prepares local emergency plans in cooperation with local government emergency services, internal and external stakeholders, and the private sector;
 Other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern firefighting and fire prevention methods; thorough knowledge of the laws, rules, and regulations, and of the aims and purposes of the state fire mobilization and mutual aid plan and of the fire service; good knowledge of the geography and political subdivisions of the county; Working knowledge of the operation of a two-way radio system; working knowledge of the Incident Command System (ICS) and National Incident Management System (NIMS); ability to establish and maintain cordial working relationships with the state, county, and local officials and members of fire fighting forces; ability to plan, supervise and coordinate a complexity of operations and people;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: (Continued)

ability to interpret the fire training and mutual aid plan to county and local officials and the public; ability to speak in public; ability and willingness to respond to emergencies during non-traditional work hours and in all types of weather conditions; initiative and resourcefulness; good judgement; physical condition commensurate with the demands of the position.

APPROVED: 6/17/24

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES