



PROVISIONAL VACANCY:

Fire Coordinator – Part-Time

Inclusion Through Diversity
Cayuga County is an Equal Opportunity/Affirmative Action employer.
Minorities and women are encouraged to apply.

This will be a **PROVISIONAL** civil service appointment. Candidate will be required to take the civil service exam when it is scheduled in the future. Permanent appointment will be dependent upon candidate's exam score.

SALARY: \$9,651 per year (2025 Cayuga County Compensation Plan, NB PT II)

DEADLINE TO APPLY FOR VACANCY: Applications will be accepted until the position is filled

HOW TO APPLY:

Go to: mycivilservice.cayugacounty.us/jobopps and click on the **APPLY** button next to the title of "Fire Coordinator PT – Provisional Vacancy" under Current Vacancies.

MINIMUM QUALIFICATIONS:

Graduation from high school and five years of experience in volunteer or paid services with two years of the five years of experience as one or a combination of the following:

- (A) Chief or Assistant Chief of a volunteer fire company or department; **OR**
- (B) Officer of a paid fire department as Chief, Assistant Chief, Captain, or Lieutenant; **OR**
- (C) A Deputy County Fire Coordinator.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a New York State Driver's License at time of appointment.

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position involving the coordination of fire personnel and to assure their prompt response to the sites of emergencies. An incumbent organizes and administers the County Fire training and mutual aid programs. The incumbent reports to the Director of Emergency Services with leeway allowed for the exercise of independent responsibility in emergencies and ongoing operation of the agency. The incumbent does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the principles, techniques, and practices of modern firefighting services;
Good knowledge of the laws, rules, and regulations affecting the operation of firefighting services;
Good knowledge of the trends, developments, and current literature in the field of firefighting;
Good knowledge of personnel recruiting and training methods;
Good knowledge of the day-to-day operations and staffing needs of firefighting;
Working knowledge of the principles and operation of two-way radio systems;
Ability to express ideas clearly and concisely, both verbally and in writing;
Ability to establish and maintain effective working relationships with public officials, professional, technical and para-professional personnel, volunteers and with the public;
Ability to plan and coordinate complex fire services operations;
Ability to interpret the fire training and mutual aid plan to county and local officers and the public;
Ability to prepare and present written and oral reports and informational materials;
Ability to speak in public settings;
Good judgment;
Physical condition commensurate with the demands of the position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops, revises and administers the Cayuga County Emergency Service Mutual Aid Plan for and Hazardous Materials Plan along with updating inventories of resources available from Cayuga County fire service providers;
Acts as liaison between local volunteers, paid services, and with related State and County agencies;
Plans public relations programs for fire safety programs;
Oversees the County fire investigation system and coordinates with local volunteer fire companies;
Develops and updates an inventory of physical and personnel resources available from Fire Service providers in Cayuga County;
Assists in the development and update of the Cayuga County Comprehensive Emergency Management and Response Plan;
Is cross-trained in, and familiar with, major aspects of the Emergency Management Office responsibilities before, during, and after any imminent or actual disaster;
Provides backup to fulfill selected responsibilities of the Emergency Management Office during the absence of the Director of Emergency Services or assist the Director during major disasters;
Supervises Deputy Fire Coordinators and provides a backup to fulfill the responsibilities of the Deputy Coordinators in their absence or during events that involve more than Deputy Coordinator;
Oversees the respective fire training programs that are offered to the Emergency Services of Cayuga County;
Manages the acquisition, maintenance and/or replacement and accounting of Cayuga County property that is utilized for training or emergency response including Coordinator, Deputy Coordinator, High Angle Rescue Unit, Underwater recovery Unit and hazardous material equipment, trailers and vehicles;
Assists in the administration and continuing evaluation of training programs, mutual aid plans to improve Emergency Services response time and radio communication systems;
Arranges, schedules, and administers training programs for volunteer fire service personnel;
Coordinates the integration of firefighting services programs with other county emergency plans;
Attends meetings, conferences, and professional workshops related to firefighting and emergency management to keep knowledgeable of current fire and rescue issues and practices;
Assists in the preparation of the Cayuga County Fire Service Budget and grant applications for equipment supplies, services, and training;
Plans and coordinates Fire and Rescue Service Operations including Hazardous Materials and Weapons of Mass Destruction issues;
Responds to emergencies or disasters as a County Official to be a resource for Fire Service Personnel and to assist the Incident Commander as needed.