

TOWN FIRE COORDINATOR (PT) (TOWN OF DRYDEN)

TOMPKINS COUNTY

Department: Town of Dryden
Classification: Competitive
Labor Grade: _____
Approved: 10/2021
Revised: _____
By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

- A. Must have served a minimum of five (5) years as a current or past Fire Chief; AND
- B. Must have served a minimum of five (5) years as an Assistant Fire Chief or a Deputy Fire Chief.

NOTE:

Individuals cannot be a current Fire Chief of a Department and hold the Town Fire Coordinator position simultaneously.

SPECIAL REQUIREMENTS:

1. Must be a resident in the Town of Dryden
2. May not be a fire chief of any department, but may hold any other officer's position
3. Possession of a valid New York State motor vehicle license
4. Must have completed the following at time of appointment: Officer Training, Firefighter 1 or Firefighting Essentials. Also: Pump Operations, Emergency Vehicle Operations Course (EVOC), Ladder Company, Fire Behavior Arson Awareness, Hazardous Materials, Incident Command Course.

Tompkins County is committed to equity and inclusion. We encourage those with similar values to apply.

POSITION PURPOSE:

The Town Fire Coordinator will interface between town government and local fire departments to ensure that mutual goals are met and that efficient and effective fire response service is provided throughout the town. The Coordinator will identify and pursue opportunities to assist local fire departments through grants, trainings, response coordination, and resource sharing.

GOALS:

- Assist in achieving efficient and high-quality fire prevention and protection services
- Improve public accountability and transparency
- Implement practices to improve communication between fire departments and Town Board, including standardizing budget requests and periodic updates
- Recognize the needs of individual fire departments, and the importance of coordination to achieve success
- Identifying the strengths, weaknesses, opportunities, and threats of fire protection services in the town

DISTINGUISHING FEATURES OF JOB:

The Town Fire Coordinator acts as liaison between the five fire departments that serve the Town of Dryden and the Dryden Town Board. In addition to administrative functions, the Coordinator is expected to respond to calls to the extent possible – a minimum of five fire calls per month. When responding to fire calls within the Town, the Coordinator will offer assistance and/or establish command until a town-contracted fire department arrives. At such time, the Coordinator will offer to hand over command to any chief officer of a town-contracted fire department. In the event of no response from the local fire department, the Coordinator will request mutual aid of neighboring fire departments.

TYPICAL WORK ACTIVITIES:

- Act as liaison between volunteers, fire department boards, and the Town Board
- Supervise and assist in safety inspections
- May help with the review or preparation of annual budgets upon local fire department request
- Maintain all certifications regarding OSHA trainings and SCBA certification for interior firefighting
- Maintain proper protective gear regularly used in firefighting duties
- Act as a resource to the Town of Dryden Code Enforcement Department and assist in any matter involving investigation
- Attend at least one monthly meeting a year for each fire department
- Assist in researching for grants
- Assist in coordinating department trainings
- Report to the Town Supervisor and the Town Board

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of firefighting
- Thorough knowledge of firemanic principles
- Working knowledge of administrative principles and practices
- Ability to help organize department-wide trainings
- Ability to prepare reports
- Ability to take initiative
- Good communication skills
- Good negotiating skills
- Good physical condition
- Self-starter

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