

Deputy County Fire Coordinator (Part-Time) – Chautauqua County Government

Department of Emergency Services

Chautauqua County Department of Emergency Services seeks to fill two (2) Deputy County Fire Coordinator (Part-Time) positions. As a Deputy County Fire Coordinator (Part-Time), candidate has the responsibility of assisting the County Director of Emergency Services in planning and supervising the County programs of fire training and mutual aid to cope with fire and other public emergencies requiring the services of fire fighters and other related personnel throughout Chautauqua County. Thorough knowledge of modern firefighting, fire prevention methods, laws, rules, and regulations, and the aims and purposes of the State Fire Mobilization and Mutual Aid Plan of the fire service is recommended. This position is Part-Time with no benefits with a fixed salary of \$1,033.98 per calendar quarter.

Typical Work Duties Include:

- Assists the County Fire Coordinator in maintaining the County inventory of manpower and equipment by department;
- Assists in the supervision of the County Fire Radio System and reports to Fire Control Center on multiple alarms;
- Advises and consults with fire departments in designated battalions on areas of specialty;
- Assists fire training instructors in teaching fire schools;
- Works with local industry in instruction of firematics and fire prevention;
- Attends Fire Advisory Board meetings and serves on and advises the County Critical Stress Debriefing Team as assigned;
- Maintains records of all training programs conducted in the County;
- May serve on the County EMS Council and Regional EMS Council;
- May teach radio procedures and conducts in-service training;
- May Assist the Director of Emergency Services in special rescues, water rescues and recovery, and confined space and high-angle rescues;
- May assist in the development of countywide Fire Prevention Programs.

Position will be filled from approved applications received.

Must Meet Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and two (2) years of volunteer or paid experience in the field of emergency management, fire service, emergency medical services, law enforcement or an emergency response related area.

Application Process: Interested candidates must complete an original Chautauqua County Government Application for Employment/Examination available on the county's website: chqgov.com and return it along with copy of diploma, to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757 or email completed application (including signature) to Countyemploy@chqgov.com

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