



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **FIRE COORDINATOR**
(Provisional* Appointment)

SALARY: \$87,421 - \$121,011 annually

LOCATION: Monroe County Department of Public Safety (Fire Bureau)

JOB SUMMARY:

This position is responsible for administering the activities of the Fire Bureau division of the Monroe County Department of Public Safety including planning, managing, coordinating, and supervising various programs for the county fire service. Duties include planning and delivering fire training programs, providing fire investigative services and unit coordination, including the Juvenile Fire Intervention Program, directing and supervising the Hazardous Material Response Team, the Special Operations Unit, and responding to the scene of significant incidents to coordinate mutual aid resources and provide technical assistance to the Incident Commander. The employee reports directly to, and works under the general supervision of the Deputy Director of Public Safety or other higher-level staff member. General supervision is exercised over the Assistant Fire Coordinators, Fire Training Coordinator, and other staff. Does related work as required.

PROPOSED MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with an Associate's degree, plus four (4) years paid or volunteer** full-time or its part-time equivalent experience in the fire service, two (2) years of which must have involved either the administration or application of emergency services OR paid or volunteer* full-time or its part-time equivalent experience as either a;
- (1) Fire Chief or Assistant Fire Chief in a fire district; OR,
 - (2) Deputy Fire Chief, Deputy Fire Coordinator, Assistant Fire Coordinator, Battalion Chief, Fire Captain, or Fire Lieutenant; OR,
 - (3) An equivalent combination of (1) and (2) above; OR,
- (B) Six (6) years paid or volunteer** full-time or its part-time equivalent experience in the fire service, two (2) years of which must have involved either the administration or application of emergency services OR paid or volunteer* full-time or its part-time equivalent experience as either a;
- (1) Fire Chief or Assistant Fire Chief in a fire district; OR,
 - (2) Deputy Fire Chief, Deputy Fire Coordinator, Assistant Fire Coordinator, Battalion Chief, Fire Captain, or Fire Lieutenant; OR,

PROPOSED MINIMUM QUALIFICATIONS:

(3) An equivalent combination of (1) and (2) above.

**Volunteer experience in emergency services such as emergency medical services, firefighting and emergency preparedness, shall be defined as actual time spent in emergency services training, attending official department functions, or in responding to emergency situations as a member of an emergency services department. Time spent in fund-raising, parades, or social or sporting events will not be credited. The time claimed must be verified by the submission of copies of official department documents. A letter from the department chief/director without substantiation by official department documents is insufficient.

SPECIAL REQUIREMENTS:

Possession of the National Certification as a Fire Officer I, pursuant to the National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications at the time of appointment (submit copy of certificate).

Possession of the Fire Investigator certification through the New York State Office of Fire Prevention and Control within two years of employment and maintenance of such certification throughout the tenure of employment in the position.

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF PUBLIC SAFETY
50 WEST MAIN STREET, SUITE 2123
ROCHESTER, NY 14614
ATTN: JANICE TOLAND

Posting Date: December 31, 2024

Posting Deadline: Until filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.