

Fire and Safety Coordinator

Division: Administration

Department: Fire

FSLA: Exempt

Job Classification: Classified, Range 37 \$43,007-\$53,759

Reports to: County Manager

Probationary Status: Twelve (12) Months Terminable-at-will

Safety Sensitive: Yes

SUMMARY OF JOB:

Under limited supervision by the County Manager, perform as Union County Fire and Safety Coordinator. Performing a variety of administrative duties related to the county fire department. Perform related duties as assigned. Demonstrate strong ethical, professional, and service-oriented customer service.

ESSENTIAL FUNCTIONS:

- Implementation of County wildland fire management activities with Federal, State, and County agencies
- Use and updating of Community Wildfire Protection Plan (CWPP) to develop fire protection policies and ordinances that will meet the objectives of the CWPP
- Participate in wildland/urban interface assessment planning and assist in coordinating projects in communities at risk
- Work with county fire chiefs and volunteer departments to develop policies, guidelines, regulations and ordinances
- Maintain the red card system for county fire fighters and departments in conjunction with Incident Qualification System (IQS)
- Assess and document countywide wildland fire and Incident Command System (ICS) training needs, and coordinate wildland fire and ICS training courses for county fire fighters
- Work with the County Fire Chief's Association to determine basic, intermediate and advanced fire fighting training courses to be provided
- Develop and implement countywide standards for wildland and structural firefighting training to make fire fighters aware of safety issues and improve their performance
- Direct, assign, and coordinate fire education activities for the County
- Conduct fire prevention and safety classes for the volunteer fire departments and others as directed
- Provide administrative support to all the county volunteer fire departments

- Coordinate and work with the five (5) volunteer fire departments; Rabbit Ear Fire Department, Sedan Fire Department, Amistad/Hayden Fire Department, Grenville Fire Department, and Capulin Fire Department, on budgeting and expenditure of funds
- Work closely with County Manager and Administration Office pertaining to revenue, expenditures, and budget
- Be the liaison between the fire districts and County, State and Federal governments
- Assist fire districts with meeting all regular requirements such as; hose tests, pump tests, and inspections as required by NFPA and ISO
- Follow State and County purchasing and procurement laws and policies, as well as grant agreements for the purchase, transfer and disposition of assets
- Maintain required records pertaining to County safety and fire programs
- Keep County Manager informed of all aspects of safety and maintenance related matters
- Coordinate preparation and submission of grant applications; along with, management of awarded grants
- Serve and assist the volunteer fire departments on reporting requirements and responsible for submitting fire funding applications and other funding requirements on behalf of the volunteer department
- Assist fire districts with compliance of monthly reporting to the National Fire Incident Reporting System (NFIRS)
- Be custodian of fire apparatus, equipment, and training materials that are owned by the County or all the fire departments in common
- Develop and implement a plan for recruiting and retaining volunteer fire fighters to fight fires in the county
- Serve as liaison between the County Commissioners and various advisory councils with the County as assigned by the County Manager
- Serve as the liaison to the Forestry Division in the event of a wildland fire within the County; including education, training, recovery and response
- Submit all reports, reimbursement requests, and other documentation following a wildfire incident
- As directed, coordinated, attend and participate in Board of County Commission and other government meetings related to safety, fire and emergency matters
- Respond to emergency calls as needed
- Work closely with County Emergency Manager to ensure compliance with State and federal guidelines concerning disaster response in the County
- Work with surrounding communities and entities to develop and maintain Mutual Aid Agreements, Joint Power Agreements, and Memorandums of Understanding
- Conducts prevention and safety inspections throughout county buildings
- Prepare inspection and investigative reports for safety, risk management and fire
- Responsible for planning, organizing and directing the County Safety Program
- Lead County Safety Committee
- Perform all duties with minimal supervision
- Perform other duties as directed

QUALIFICATIONS:

Citizen or legal resident of the United States who has reached the age of twenty-one (21) years of age

- High school diploma or (GED) equivalent required
- Minimum of three (3) years related experience
- Two (2) years of supervisory or management experience required
- IC-5 or Engine/Crew Boss qualified with annual wildland fire refresher training and pack testing at the arduous level preferred
- Strong organizational skills including the ability to set up and maintain program monitoring systems
- Minimum Fire Fighter 2 certification; must become Fire Fighter 1 certified within 2 years of employment and IC 5 within 4 years of employment
- Must have a positive attitude and be a self-starter
- Knowledge of Fire District operations, practices and procedures
- Computer skills; proficient in Microsoft Word, Excel, and PowerPoint.
- Must possess and maintain a valid Driver's License
- Must have the ability to drive and back trailers
- Must pass a pre-employment physical and drug test and willing to participate in random drug testing
- Must be able to respond to calls after hours and work in inclement working conditions
- Attend meetings during and after hours
- Must have the ability to mediate and negotiate solutions to potentially confrontational solutions
- Exercise sound judgment at all times especially in emergency situations
- Must be a resident of Union County
- Must comply with safety guidelines and policies of the County
- Ability to communicate effectively in both oral and written English, to prepare accurate, concise, complete and informative written materials, and to make presentations to small and large groups
- Understanding of NIMS and ICS systems and implementation during wildland incidents
- Must be familiar with National Fire Protection Association (NFPA) Standards, The Insurance Services Office (ISO), and National Fire Incident Reporting System (NFIRS) as they relate to County fire departments

PROFESSIONAL REQUIREMENTS:

Following a conditional offer of employment, successfully complete background investigation which may include, but is not limited to: criminal records search, driving record screening, reference check, and employment verification

- Report to work on time and as scheduled
- Maintain regulatory requirements, including all state, federal and local regulations
- Represent the organization in a positive and professional manner at all times
- Ability to manage problems and motivate people to coordinate multi-agency activities, ability to meet and deal with government officials and the public, and to complete tasks under pressure and adverse conditions

- Must be able to effectively work with, motivate, advise and inform County Officials, employees, volunteer fire fighters, legislative bodies, the media, and the general public
- Must have thorough knowledge of the regulatory environment of local emergency preparedness and wildfire response and the ability to apply this knowledge to ensure Union County's readiness to respond to any foreseeable emergency situation
- Must be able to direct and coordinate volunteer departments in fire incident responses
- Must be able to plan, initiate and carry out long-term programs in administration, training, equipment maintenance and mitigation and response
- Comply with all organizational policies and standards regarding ethical business practices in accordance with The Governmental Conduct Act, NMSA 1978, Chapter 10, Article 16 ("GCA")
- Participate in performance improvement and continuous quality improvement activities

WORK ENVIRONMENT:

Performance of duties requires work in a variety of locations and conditions, including office areas, in and around a wide variety of automotive, mechanical, chemical and other equipment or supplies, and emergency scenes of every type. Must be physically able to operate a variety of machines, tools, and equipment which includes a motor vehicle including pulling and backing a trailer, operate a computer, calculator, cellphone, generator, ATV and other typical rescue and response equipment. Potential for considerable work environment stress associated with wildfire and structural fire management. Tasks require a variety of physical activities, including moderate to strenuous physical effort is required to perform work at the scene of a fire or which require long periods of time walking and standing. Continuous talking, hearing and seeing required in the normal course of performing the job. Employee may be required to stoop, kneel, crouch, crawl, reach with hands and arms, climb and balance. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminative thinking and creative problem solving. Employee is on-call 24/7/365 to respond to wildfires and structural fires, may be requested to respond to other incidents as requested by the County Emergency Manager. Periodic travel required in normal course of job performance.

KNOWLEDGE AND SKILLS:

- Knowledge of the principles and practices of fire administration and coordination.
- Knowledge of grant writing, management and reporting processes.
- Knowledge of the organization and operations of local government agencies.
- Knowledge of County policies and procedures.
- Knowledge in NIMS compliance requirements.
- Knowledge in IQS and ICS
- Knowledge of the principles and practices necessary to plan, organize, direct implement, evaluate and coordinate complex and varied programs.
- Skills in establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials and County residents.
- Skills in providing training on specified fire related topics.
- Skills in effectively supervising, leading and delegating tasks and authority.
- Skills in operating a personal computer and software applications.