

DEPUTY FIRE COORDINATOR (Fire Investigation Unit)

Department: Office of Emergency Services (Clinton County)

Division: Fire (Fire Investigation Unit)

Reports to: Fire Coordinator

Classification/Grade: Volunteer

Date Approved: May 15, 2015

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION:

Under the general direction of the Fire Coordinator, responds to incidents of fire or explosion, when requested by the Incident Commander to assist and/or conduct investigation operations to determine the cause and origin of the fire or explosion. In addition, may be dispatched to respond to emergency incident scenes as 2nd, 3rd or 4th due Deputy Coordinator or in the absence of 1st due Deputy Coordinator to perform coordination roles during response to all types of incidents. Will perform administrative, reporting and record keeping functions as related to the duties of Fire Investigator for the County of Clinton. May be requested to work in the EOC during activations. Performs other related duties as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the County of Clinton, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with all co-workers, first responders and with the public.
2. When in-service and available for response maintain an elevated level of situational awareness with regard to ongoing emergency responses within the assigned response area.
3. Responsible for conducting the activities of Fire Investigation as it relates to the determination of the cause and the origin of all incidents as dispatched.
4. The most Senior Deputy Coordination of the Fire Investigation Unit on-scene shall be responsible for coordinating the activities of the Fire Investigation Unit. This includes determining who will be the lead investigator for each case, delegation of duties on-scene for each case among the Unit members as well as coordination with the requesting agency, local and state Law Enforcement as well as the NYS OFPC.
5. Attends bi-monthly County Fire Advisory Board meetings. Participate in these meetings with updates on on-going and/or completed investigations as able.

6. Conducts Cause and Origin activities in accordance with applicable standards and practices.
7. Prepares in a timely fashion complete report/documentation as to the findings of Cause and Origin for any incident so assigned.
8. Interfaces and provides direct assistance with Incident Command personnel as required to ensure safe and efficient operations.
9. Be dependable and meet acceptable attendance requirements at all times.
10. Follow all applicable Federal, State and local safety guidelines, rules and regulations as well as Office of Emergency Service Standard Operating Guidelines.

OTHER JOB FUNCTIONS

1. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
2. Coordinate and ensure chain of custody of incident scenes in the event the Fire Department has completed operations and investigation activities will continue beyond active Fire Department presence.
3. Meet and/or be available for communications as able, and if applicable, on-scene or after clearing an incident scene, with Insurance company representatives or their designated Cause and Origin staff/contractors.
4. Respond to court orders/subpoenas as necessary with regard to pending court activities related to cases handled.
5. In a response mode when dispatched assist local Incident Commander with establishment of appropriate Incident Command System structure. Fill ICS Staff positions as directed or requested by the on scene IC.
6. In a response mode when dispatched assist on scene Incident Commander with obtaining adequate and necessary resources for response and recovery from incident.
7. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- National Incident Management System and the Incident Command System.
- The principals of Basic Fire Science
- NFPA 921 Guide for Fire and Explosion Investigations.
- Modern methods, techniques, and theories used in coordinating Fire and Emergency response activities.
- Principles and methods of personnel leadership, conflict resolution, coaching, and team-building.
- Applicable State, Federal, and local standards, laws, rules and regulations.
- Basic building construction methods.

- Emergency operation plans and their preparation, emergency command procedures (including automatic mutual aid and special call mutual aid).
- Operation and use of a camera, computer, printer, and two-way radio.

Ability to:

- Make sound decisions with minimal guidance during emergency and non-emergency situations; establish goals and priorities; organize time; all while displaying a well-developed sense of strategy and timing.
- Make decisions and use discretion and judgment; great responsibility for the care, condition, and use of materials, equipment, and tools; make correct decisions that affect the activities of others.
- Respond quickly to changing situations under emergency conditions.
- Evaluate and analyze data and follow a systematic approach to achieve a goal;
- Prepare detailed written reports; computer literacy.
- Establish and maintain effective working relationships with victims, suspects other employees, other agency members and the general public.
- Express ideas clearly and communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Respond quickly and effectively at times of emergency and high stress.
- Use basic tools of investigation equipment in a safe and efficient manner, wearing protective equipment; ascend and descend stairs.

Special Requirements

- Residency Requirement: Must be a resident of Clinton County or live within the boundaries of a Fire Department providing initial response to lands within the boundaries of Clinton County.
- Must be a member in good standing of a recognized Fire Department providing initial Fire response, wholly or partially, within Clinton County. Being an active member, in good standing, of one's home department is a requirement of appointment. Should an appointee become in-active or lose the status of good standing, pursuant to the Fire Chief of the home department, the appointment to the position of Deputy Fire Coordinator will be null and void.
- Must be able to provide an official resolution from the Governing Board of the candidates home Fire Department indicating that the home agency agrees to permit the candidate to perform in the position and agrees to extend any insurance or other benefits including but not limited to VFBL, to the candidate while performing the duties of Deputy Coordinator for the Clinton County, Office of Emergency Services.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. The generally accepted experience required for appointment is:

- Education: Fire Service training to include Fire Fighter I or its accepted equivalents, Fire Behavior & Arson Awareness, Principals of Fire Investigation. Candidate must have completed course work in NIMS, ICS-100, ICS-200 and ICS-300.
- Experience: Five (5) years of experience with department level leadership in the position of Fire Chief or Assistant Fire Chief or a combination of both.
- License or Certificate: NYS OFPC Level I Fire Investigation Certificate (Level II Certification is desired after appointment). Candidate must possess, at the time of appointment and continuously throughout appointment, a valid New York State Class "D" driver's license.

WORKING CONDITIONS

Work is performed under the following conditions:

- Work is performed in various locations and conditions including but not limited to, inside or outside at the Emergency Services Office and in Fire or Police Stations while sitting, standing or walking, and at emergency scenes in varying and potentially extreme weather conditions.
- Work may be performed on a scheduled basis as directed by the Fire Coordinator and on an unscheduled on-call basis 24 hours per day.

Physical Requirements:

Physical exertion may be required due to bending, kneeling, sitting, squatting, twisting, walking, reaching, stooping, moving heavy objects and crawling through tight spaces. May be required to carry/lift/push or pull materials, equipment, and persons exceeding 50lbs and may be required to work at heights in excess of 20 feet.

Job Hazards/Risk Factors:

Employees risk physical hazard from biohazards such as blood borne pathogens, drug paraphernalia and other hazardous materials.

Special Conditions

- Prospective candidates may be required to submit to an extensive background investigation.
- Prospective candidates must possess a reliable motor vehicle for means of transportation while completing duties of the position (reimbursement for mileage accrued while performing the duties of a Deputy Coordinator will be paid at the rate indicated by the County of Clinton on a routine basis).