

Job Title: Fire Warden

Prepared By: Human Resources

Classification: Part-time

Prepared Date: November 10, 2016

Department: Fire

Approved By: Human Resources

Reports To: County Commissioners

Approved Date: 11/10/2016

Location: 525 E. Grand Ave.

FLSA Status: Non-Exempt

Job Summary: Under general supervision oversees fire suppression efforts and coordinates interaction and payment of services between fire departments, fire districts and State/Federal cooperators for Albany County.

Essential Duties and Responsibilities:

Important and essential duties may include, but are not limited to, the following:

- Provides assistance with the administration of emergency management activities; coordinates fire service activities for the County;
- Performs various administrative functions including fire billing, processing grant reports in accordance with guidelines, coordinating correspondence, and initiating/responding to telephone calls and emails and completing State and National fire reporting;
- Orders, purchases and maintains required equipment in accordance with County budget guidelines;
- Attends various information and planning meetings;
- Provides information and training to groups in relation to emergency management subjects; develops training exercises;
- Oversees the Volunteer Fire Department in accordance with the By-laws;
- Oversees payment of the Volunteer Fire Department;
- Conducts fire safety and nuisance inspections; ensures enforcement of rules and regulations; reviews and makes recommendations pertaining to code requirements;
- Provides assistance to Fire District, Fire Departments, EMA and boards;
- Provides emergency response assistance to mutual aid emergencies including wild land and structure fires; provides advice to fire district personnel during emergency incidents; assists with incident investigation and reporting;
- Assist in coordinating emergency notification and public alert services including providing emergency and disaster information;
- Assists in processing payment of fire districts through grants;
- Stays current regarding standards, codes and statutes that effect the Fire Service;
- Recommends/appointment of assistant Fire Warden;
- Performs other duties as assigned or required.

Qualifications/Requirements:

- Knowledge of incident and emergency management procedures and protocol;

- Knowledge of Homeland Security/FEMA requirements in relation to emergency management;
- Knowledge of State and County emergency management statutes, rules, ordinances and codes;
- Knowledge of fire investigation processes and protocol;
- Knowledge of advanced wildfire management processes and protocol;
- Skill in coordinating emergency management and fire services activities (ICS 300);
- Assisting EMA in effectively alerting the public and providing local emergency and disaster information;
- Skill in providing advice to fire agencies during emergency situations;
- Skill in conducting emergency preparedness training for community groups;
- Skill in interpreting and applying governmental directives.

Education/Training/Experience:

- High School Diploma or equivalent;
- Three (3) years emergency services experience including supervisory experience; or equivalent combination of education, training and education.
- Must have structural Fire Fighter I and Wildland Incident Qualification of Engine Boss.
- Must have a valid driver's license.