

County of Onondaga
Department of Emergency Management

Deputy Coordinator – Volunteer

The Commissioner, Onondaga County Department of Emergency Management [OCDEM] has the authority to appoint and remove Deputy Coordinators. The Commissioner of Emergency Management may fill any vacancy that exists or is created. The candidate shall submit in writing to the Department of Emergency Management a resume. The candidate must meet the job qualifications listed below, and be able to efficiently and accurately perform the duties of the position. The Commissioner shall appoint to fill the position and retains the right to disqualify any candidate for any reason. The commissioner retains the right to dismiss any deputy coordinator for just cause.

Job Description

A Deputy Coordinator may be called upon to assist the Commissioner and the departments various Bureaus in the following:

1. Assist & coordinate the development and implementation of mutual aid programs among the various ambulance services and fire department first response EMS units, fire response agencies, law enforcement agencies and municipalities within Onondaga County, whereby participants lend cooperative, reciprocal pre-hospital emergency assistance to one another.
2. Represent the OCDEM at mass casualty incidents, fires, or other emergencies and at various meetings of EMS, fire, law enforcement organizations and other interested groups.
3. Advise & guide local EMS units in regards to continuing medical quality improvement (CQI), continuing medical education, EMS mass casualty incidents and EMS command structure.
4. Coordinate and mediate issues between EMS, fire, law enforcement or governmental and municipal agencies.
5. When requested, help develop and implement critical incident stress management (CISM) teams.
6. Assist in the development of legislative proposals to remedy EMS/Fire/Law enforcement issues.
7. Coordinate the participation of local ambulance, fire rescue, law enforcement and other support personnel in discipline specific and inter-agency training.
8. The Commissioner, OCDEM may assign personnel directly to a Bureau or Team where specific certifications and qualifications may apply.

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9. Attend on going / supplemental training as requested by the Commissioner or Department Directors, of Emergency Management. This shall include, but not be limited to, completion of the OSHA required annual 8 hour safety re-fresher
10. The Commissioner, OCDEM or Bureau Directors as necessary may assign other additional duties.

Job Qualifications

1. Must be a resident of Onondaga County, New York
2. Must have a working knowledge of fire/ EMS in emergency services and hazardous materials operations.
3. Physical condition commensurate with the demands of the position. Must supply a physician's statement indicating ability to perform fire service duties.
4. Must have completed the following courses:
 - Public Safety Critical Incident Management
 - Incident Command System (I-200)
 - Hazardous Materials Operational level
 - A domestic preparedness course dealing with Weapons of Mass Destruction
5. Additionally the candidate for the position must have successfully achieved five of the following ten skill levels. (Programs of similar time and content may be substituted for NYS courses subject to approval of the Commissioner of Emergency Management.)
6. Must have successfully completed E.F., or Basic and Intermediate Firefighting or NFPA 1001 level 1, or NYS Firefighter I
 - a) Initial Fire Attack
 - b) Ladder Company **or** aerial operations
 - c) Firefighter Safety and Survival
 - d) Emergency Response to Terrorism
 - e) Fire Behavior and Arson Awareness **or** Principles of Fire Investigation
 - f) Incident Command System
 - g) Commanding the Initial Response **or** company officer course
- 7 **If assigned to the Fire Bureau**
 - a) must be an active, current member of a fire department in Onondaga County
 - b) must have a minimum of two years experience as a Chief Officer of an established fire department.

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8. **If assigned to the EMS Bureau**
 - a) must be an active currently NYS certified EMS person affiliated with an ALS ambulance agency located in Onondaga County
 - b) must have a minimum of two years experience as a NYS certified AEMT Paramedic/Critical Care or Director of Operations with a duly organized Onondaga County ambulance agency.

9. **If assigned to the Special Operations Response Team,**
 - a) must have a minimum of three years experience as an Onondaga County Special Operations Response Team Technical Rep. (200 Car)
 - b) must have a working knowledge of fire ground and hazardous materials operations and have completed Hazardous Materials Incident Command
 - c) certified as Hazardous Materials Technician **or** equivalent
 - d) five years experience with an active Hazardous Materials Response Team
 - e) detailed knowledge of the Onondaga County Special Operations Response Team