

## **SPECIAL OPERATIONS COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory work of a technical nature involving the responsibility for overseeing and coordinating the daily operations of the Technical Rescue Team and Hazardous Materials Response Team. The work also involves ensuring the effective and efficient delivery of emergency services in the Office of Fire and Emergency Services. The work is performed under the general supervision of the Director of Fire and Emergency Services and supervision is provided to technical staff associated with each team. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees and coordinates the daily operations of the department's Technical Rescue Team and the Hazardous Materials Response Team by providing guidance and support to team members ensuring high performance and adherence to safety standards;

Supervise staff directly involved in Technical Rescue and the Hazardous Materials Response to ensure the effective and efficient delivery of emergency services;

Ensures compliance with relevant regulations, standards and best practices in emergency services and special operations;

Develops and implements policies, procedures and safety protocols for unusual or complex emergency situations to protect others, including the general public;

Develops and executes strategic plans to enhance the capabilities and readiness of the response teams;

Conducts risk assessments and develops mitigation strategies to reduce or eliminate the impact of potential hazards or risks;

Coordinates and oversees training programs for each team, ensuring each team is equipped with the necessary equipment, skills and knowledge necessary to perform tasks;

Manages and oversees the allocation and utilization of resources, including but not limited to personnel, equipment, budgets, etc. to support emergency services and special operations;

Acts as a liaison between local, state and federal agencies, including community organizations and emergency service agencies to enhance emergency response capabilities;

Prepares and submits reports on emergency response activities, team performance, resource inventory and utilization;

Attends and participates in training seminars, meetings and conferences in all areas of fire and special operations;

May coordinate emergency response efforts during incidents involving fire, technical rescues and hazardous materials.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of emergency response protocols; thorough knowledge of the principles and practices of technical rescue and hazardous materials response methods; thorough knowledge of prevention methods, emergency management planning, response and mitigation; thorough knowledge of hazardous materials terminology, tools and equipment; good knowledge of Incident Command System (ICS) as it applies to technical rescue and hazardous materials\*; good knowledge of National Fire Protection Association (NFPA), Public Employee Safety and Health Bureau (PESH) and Occupational Safety and Health Administration (OSHA) standards as it relates to technical rescue and hazardous materials\*; good knowledge of local geographic areas within Rockland County\*; ability to supervise

(over)

and direct the work of others; ability to provide training to team members; ability to communicate effectively both orally and in writing; ability to understand and carry out oral and written instructions; ability to understand and interpret written material; ability to prepare written material.

**MINIMUM QUALIFICATIONS:** An Associate's degree or equivalent college credits (a minimum of sixty (60) credits) or higher, New York State or National Firefighting I Certification and either:

1. Four (4) years of paid or seven (7) years of volunteer experience in emergency services (e.g., Fire Services, Emergency Medical Services (EMS)\*\*), or emergency management/preparedness, at least two (2) years of which must have included supervisory responsibilities such as leading teams, directing operations, or managing staff during emergency response or preparedness activities; or
2. Four (4) years of paid law enforcement experience with Hazmat/Specialized Response Team (SRT) training, at least two (2) years of which must have included supervisory responsibilities such as leading teams, directing operations, or managing staff during emergency response or preparedness activities.

**NOTES:**

1. Paid or volunteer firefighting or emergency medical services experience gained before or after the college degree shall be qualifying experience.
2. Volunteer work experience must be documented on the Volunteer Experience Form available on the Rockland County Department of Personnel webpage. Part-time volunteer work experience will be prorated in the same way as part-time paid work experience.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid New York State driver's license must be maintained throughout the duration of employment in this title.
2. Certification of Incident Command Level 300 must be completed within one (1) year of appointment.
3. Hazardous Materials Operations Level certification by New York State Office of Fire Prevention and Control (OFPC), the Federal Emergency Management Agency (FEMA), the Environmental Protection Agency (EPA), International Fire Service Training (IFSTA), etc. (agencies must meet National Fire Protection Agency (NFPA) 472 standard) Trench Rescue Operations Level and the Confined Space Operations Level must be completed within two (2) years of appointment.

\*To be demonstrated during the probationary period.

\*\*Experience as an ambulance driver will not be considered qualifying.