

FIRE EDUCATION SPECIALIST IDEFINITION

Under general supervision, assists in the planning, development and implementation of specialized educational and training programs pertaining to fire and life safety and emergency services.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Presents multi-media fire and life safety education programs to schools and to community groups of all ages and instructs the community and school groups in fire and life safety curricula. Provides fire and life safety information to the public and responds to public inquiries and complaints on fire and life safety issues. Prepares or assists in the preparation of press releases, newspaper and magazine articles, and may represent the SAFD to the media regarding emergency incidents and department activities. Assists in analyzing fire incidents and in developing fire prevention activities based on such analysis. Assists in the public information/education activities of various fire and life safety bureau groups by preparing pamphlets, brochures, and other informational/educational materials. Conducts public relations/education programs on the proper use of fire extinguishers, fire drills, pre-fire planning, and life safety techniques. Prepares a variety of reports and assists in the compilation of information or preparation of grant funding proposals. May counsel juvenile offenders about impact and consequences of fire and life safety violations; maintains records on potential repeat offenders and makes referrals or recommendations to appropriate agencies; may assist with fire inspections or fire alarm testing as needed; performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This class is distinguished from the Fire Education Specialist II by the degree of autonomy and complexity, and the variety of assignments. Accordingly, Fire Education Specialist I may promote to Fire Education Specialist II by meeting established career development proficiency requirements.

RECOMMENDED MINIMUM QUALIFICATIONS

Experience in fire and life safety education, code enforcement, education or related work supplemented by college coursework in fire prevention, building construction, fire protection equipment and systems, teaching, public speaking, public relations, journalism or any equivalent combination of training and experience which provides the following knowledge and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Principles and practices of fire and life safety education, and organization/functions of municipal fire departments; techniques and methods used in preparation and dissemination of information to the public; writing, composition, layout and production of informational, promotional, and educational publications; feature writing for the press, radio, television, information film and other media; public relations techniques.

Ability to: Prepare and present educational and training programs or fire and life safety information to a variety of individuals and groups; speak effectively before large and/or small audiences; write clear, concise and instructive news releases and educational and informational materials; develop and implement department instructional objectives; effectively utilize a variety of audiovisual equipment; research, analyze, and interpret a variety of data, including statistics. Understand and interpret fire and life safety code provisions of limited complexity; detect common fire hazards and code violations and determine appropriate safety measures; analyze information, exercise appropriate judgement and make sound decisions; write detailed inspection reports; use good tact and judgement in contacts with public.

Skill in: Microsoft Office software applications.

SPECIAL MINIMUM REQUIREMENTS

Must possess and retain valid Class C California Driver's License as a condition of employment.

SPECIAL WORKING CONDITIONS

Must be willing and able to work irregular hours, including evenings and weekends as needed.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are well organized and even-tempered. They work well with others and communicate effectively with individuals and groups in a culturally diverse community. These problem solvers have excellent organizational and presentation skills. They utilize good judgement and enjoy working independently or as a key member of a team.

Class title change from Fire Education Specialist per Council Resolution No. 98-085,
effective 12-1-98

Spec revised: Aug. 2001
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