

FIRE EDUCATION SPECIALIST IIDEFINITION

Under supervision, plans, develops and implements specialized educational and training programs pertaining to fire safety/fire education.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Develops and implements new fire/life safety programs based on analysis of community needs and regional issues as they arise; analyzes regional fire incidents and develops fire prevention activities based on such analysis. Presents multi-media fire safety education programs to schools and to community groups of all ages; instructs the community and school groups in fire safety curricula. Provides fire/life safety information to the public and responds to public inquiries and concerns on fire/life safety issues. Analyzes and interprets census results and applies to fire/life safety programs. Develops and conducts public relations/education programs on the proper use of fire extinguishers, fire drills, pre-fire planning, and life/safety techniques. Prepares reports and assists in the compilation of information or preparation of grant funding proposals. Designs presentations and programs using software programs such as Microsoft PowerPoint. Ensures programs developed comply with grant funding requirements. Monitors effectiveness of programs developed; evaluates on ongoing basis and makes changes as needed. Assists in the training of subordinate personnel. Actively fosters good working relationships within the community by actively participating in community organizations; continuously improves and updates current knowledge base by integrating into local and regional professional fire/life safety organizations. May counsel juvenile offenders on the impact and consequences of inappropriate or dangerous fire/life safety actions and activities. May prepare press releases, newspaper and magazine articles; may represent the SAFD to the media regarding emergency incidents and department activities. May assist in the public information/education activities of other regional fire life/safety groups by preparing pamphlets, brochures, and other informational/educational materials. May assist with fire inspections or fire alarm testing as needed. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the journey-level classification in the Fire Education Specialist series, a specialized civilian (non-sworn) classification. The incumbent performs responsible duties as a member of a team in charge of meeting the fire education awareness needs of community and school groups. This classification is distinguished from the lower-level classification of Fire Education Specialist I by the complexity, scope and variety of assignments, and the degree of autonomy in performing the essential functions.

RECOMMENDED MINIMUM QUALIFICATIONS

Minimum one year experience in fire 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, or 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 safety education, and organization/functions of municipal fire departments; techniques and methods used in the development and implementation of educational materials; techniques and methods used in the 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: Develop and implement educational and training programs; present educational and training programs or fire safety information to a variety of individuals and groups; speak effectively before large audiences; write clear, concise and instructive news releases and educational and informational materials; communicate effectively, both orally and in writing, with coworkers and the general public; develop and implement department instructional objectives; effectively utilize a variety of audiovisual equipment; research, analyze, and interpret a variety of data, including statistics; evaluate, design and implement programs and educational materials; understand and interpret fire safety code provisions of moderate complexity; analyze information, exercise appropriate judgement and make sound decisions; write detailed inspection reports; use tact and good judgement in contacts with the public in a culturally diverse community.

Skill in: the use of personal computer software applications, such as Word, Excel, and PowerPoint

SPECIAL REQUIREMENTS

Must possess and retain a valid California Class C Driver's License.

SPECIAL WORKING CONDITIONS

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

DESIRABLE CHARACTERISTICS

Successful performers are well-organized and even-tempered, and have excellent presentation skills. They work well with others and communicate effectively with individuals and groups in a culturally diverse community. These effective problem solvers utilize good judgment, tact and diplomacy when interacting with the public, and enjoy working independently or as a key member of a team.

Class title established per Council Resolution No. 99-023,
effective 7-1-99

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