

FIRE PREVENTION COORDINATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible position in the fire department, the primary duties of which include developing and overseeing the fire prevention education programs for the department. The Fire Prevention Coordinator organizes community events and acts as the public relations representative to the media. The incumbent in this class is responsible for maintaining fire pre-plan reviews and records on all fire prevention and public education activities. The employee in this class has supervisory duties during fire education presentations. The Fire Prevention Coordinator reports to and has work reviewed by an Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops fire prevention education curriculum. Organizes fire safety education programs and presentations and trains fire service personnel and volunteers. Provides fire safety education to schools, businesses, and the community in injury prevention and control, fire hazards, fire dynamics, tenability, human behavior during fires, built-in fire protection, and any other related topics. Selects program components and objectives to meet community needs. Produces instructional materials and audio-visual aids to be used in training programs for fire education or to be distributed in the community. Reviews fire pre-plans after completion and enters information into the system. Assists in drawing up evacuation plans for businesses, schools, hotels, hospitals, or other places of public assembly. Evaluates the impact of the public fire education program by conducting research; modifies the program if necessary. Provides information about firefighter personal protective equipment, gear, tools, and fire apparatus. Oversees the smoke detector program and issues smoke detectors to firefighters for installation.

Schedules, coordinates, and conducts all fire prevention and safety education programs and presentations for the fire department. Supervises fire department programs and presentations. Outlines responsibilities and duties, sets task priorities for presentations, and answers any questions from employees. Holds meetings with employees to review and discuss the presentation at hand. Organizes the use of equipment and deployment of personnel

during presentations. Discusses work performance with subordinates and their superior officers after presentations.

Writes speeches and delivers lectures, talks, or demonstrations on fire safety to schools, clubs, or other organized groups. Acts as a fire department representative at local community events such as concerts, parades, and 5k runs. Schedules and conducts tours of and field trips to the fire department by school or civic groups. Conducts fire drills. Writes newspaper articles, public service announcements, and news releases on fire safety. Serves as a division representative to the news media and responds to questions from the public about the fire prevention division. Coordinates the work of the department with related federal, state, and local agencies and acts as a liaison between the public and State Fire Marshal's Office.

Manages the operation of the fire prevention division and the public fire education division. Recommends policies, goals, and objectives relating to the division and recommends changes to help improve ISO ratings. Conducts research and oversees the planning for programs and activities of the division. Participates in conferences and other educational meetings and keeps informed on modern fire prevention methods and administrative practices. Monitors and evaluates local conditions which may become fire or safety hazards.

Writes requests for grants and administers grant-funded projects; assures that conditions specified in the grant are met. Handles budget preparation for assigned division and prepares and submits budget to proper authority. Reviews and signs purchase requisitions, vouchers for payment, or related financial records. Authorizes expenditure of funds. Personally completes any forms and records assigned. Maintains fire prevention records and reports. Writes letters to handle problems or address the needs of the division. Reviews incoming communications for the division and routes work to the appropriate person or location.

Inspects or tests any equipment which may be used in fire prevention work to make certain it is in proper working order. Recommends purchases of equipment for use in the department's fire prevention programs and reviews products with sales representative. Maintains, orders, and distributes supplies and equipment for assigned division.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of

legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.