

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Fire & Life Safety Educator

Department: Fire
Pay Grade: 510
FLSA Status: Exempt
Job Code: FR70

JOB SUMMARY

The purpose of this classification is to develop, coordinate, and manage fire department public education programs, public outreach/engagement programs, and special events. Programs are carried out independently to external customers such as citizens, business owners, and various groups and organizations. Work is performed independently, and requires the supervision of all fire department public education and outreach/engagement activities and special events. This includes coordination and communication with City staff, elected officials, the media, and other external stakeholders. Work is performed under the general supervision of the Fire Chief or Deputy Chiefs.

ESSENTIAL JOB FUNCTIONS

- Develops, promotes, and conducts Fire Safety, Emergency Management, Prevention, and Education Programs for schools, clubs, associations, business and professional organizations, and general public groups.
- Manages the fire department's special event program including pre & post planning, staff management, and site management.
- Represents the City of Roswell at professional organization meetings and conferences as required.
- Liaises with other city departments for logistical support for events including Recreation and Parks Department and Police Department.
- Meets with organizers and city liaisons prior to special events to ensure coordination of all city services and resources, and holds pre & post event meetings when warranted.
- Conducts community risk reduction/analysis activities in order to identify and develop programs to reduce property loss, morbidity, and mortality within the community.

- Serves as the Department's Public Information Officer (PIO), develops press releases, and disseminates information to the media as required.
- May be required to respond to emergency incident scenes to support the incident commander and liaise with Fire Department Command Staff and the media.
- Maintains special event calendar/schedule and social media; updates calendar and social media pages regularly and notifies parties involved of changes.
- Liaises with the Community Relations Office as needed.
- Coordinates residential fire and safety checks, home and pool safety inspections, smoke alarm program, and fire extinguisher training.
- Designs, creates, and distributes public education and special events materials.
- May be required to serve in the City's Emergency Operations Center (EOC) during times of emergency/disaster.
- Performs related duties as required.

EMERGENCY RESPONSE STATUS: As a condition of employment, this position will be required to work as directed during an undeclared and/or a declared emergency. Additionally, the employee is subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the official job description.

MINIMUM QUALIFICATIONS

Education and Experience:

- Associate degree in a related field preferred
- Incident Command System (ICS) 100, 200, 700, and 800 within six months of hire
- State of Georgia Driver's License
- Three (3) years of related work experience including the development and presentation of training programs and/or other related work experience
- An equivalent combination of training and experience in specific fire prevention or related subjects may be substituted for a degree
- Experience as a firefighter at Roswell Fire Department or a municipal/county fire department of comparable size and complexity preferred.
- Bi-lingual preferred

Other/Special Requirements:

- Requires a comprehensive background investigation to include a local, state, and federal criminal history check, financial background, and sex offender registry check.
- Requires satisfactory results from a high-risk medical evaluation and pre-employment substance abuse testing and is subject to random controlled substance testing.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia within three months of being hired, with a satisfactory MVR.

Knowledge, Skills, and Abilities:

- Ability to gain knowledge of fire department operations, fire prevention activities, and disaster preparedness
- Skills in public speaking and the development of educational curriculum

- Ability to deal effectively with the public in groups and/or on a one-to-one basis
- Ability to analyze and compile statistics with strong computer skills
- Ability to operate an automobile, personal computer, general office equipment, digital camera, or other equipment as necessary to complete essential functions, including the use of word processing, spreadsheet, database, e-mail, Internet, or other computer programs.
- Ability to operate the following machines: fire extinguishers, remote robots, stereo systems, and other electronic devices.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory, and/or design data and information.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness, and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The essential functions of the job require an even amount of sitting, standing, and walking each day. The work requires frequent bending/stooping, climbing, crawling, fine manipulations, grasping, kneeling, pulling, pushing, reaching, and repetitive motion. Frequent lifting/carrying of objects weighing up to 15 pounds and often lifting/carrying of objects weighing 15 to 45 pounds; occasional lifting/carrying of objects weighing more than 45 pounds.

WORK ENVIRONMENT

60% inside a climate-controlled environment; 40% outside which may include driving.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.