

**POSITION DESCRIPTION**  
***FIRE PREVENTION SPECIALIST/ON - CALL, PART-TIME***  
***FIREFIGHTER***

|                         |                |
|-------------------------|----------------|
| <b>Department:</b>      | Fire           |
| <b>Bargaining Unit:</b> | None           |
| <b>FLSA Status:</b>     | Non-Exempt     |
| <b>Date:</b>            | September 2011 |

**General Purpose**

Dedicated to the protection of life and property through public fire education, inspection, training, equipment maintenance and emergency response. Maintains fire equipment, apparatus, and facilities.

**Supervision Received**

Works under the technical supervision of fulltime firefighters, the Commander on duty and the general supervision of the Fire Chief.

**Supervision Exercised**

None

**Essential Duties and Responsibilities**

**Fire Prevention Specialist**

Provides public education in fire prevention, including giving talks, demonstrations and presentations before community groups, schools, private homes and other organizations or institutions and participate in community relations.

Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.

Provides residential fire prevention inspections, including assisting with the smoke detector & battery program implementation, household safety & security consultation and general public safety recommendations.

Plans for on scene response by reviewing pre-incident plans for structures, hydrants and suppression systems.

Participates in continuing education in order to prepare a competent and safe work force.

Assists officers in the creation and implementation of safety strategies for department members.

### **Fire Suppression**

Receives and relays fire calls and alarms. Operates radio and other communication equipment.

Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire suppression, containment and extinguishment tasks.

Performs salvage operations such as throwing salvage covers, sweeping water and removing debris.

Responds to hazardous material incidents and attempts corrective actions within the scope of the individual's training and personal protective equipment.

Performs emergency aid activities, including administering first aid and providing other assistance as required.

### **Other Essential Duties**

Performs all duties assigned in connection with the operation and maintenance of the fire department and the department apparatus, equipment and facilities. Performs repairs to department equipment.

Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes repairs; washes, hangs and dries hose; washes, cleans, polishes, maintains and tests apparatus and equipment.

Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations and other members of the community.

Assists in department supervisory and administrative activities as assigned.

Assists in training new part-time employees as assigned.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

### **Peripheral Duties**

Assists other city departments as necessary to carry out the functions of the City as directed by the Chief.

### **Minimum Qualifications**

#### **Education and Experience:**

- (A) High school diploma or GED equivalent.

#### **Necessary Knowledge, Skills and Abilities:**

- (A) Working knowledge of driver safety;

- (B) Ability to learn the operation of fire suppression and other emergency equipment; Ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques; Knowledge of first aid and resuscitation techniques;
- (C) Ability to train department personnel; Ability to communicate and teach citizens; Ability to perform work requiring good physical condition; Ability to exercise sound judgment in evaluating situations and in making decisions;
- (D) Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke; Ability to act effectively in emergency and stressful situations;
- (E) Ability to follow verbal and written instructions; Ability to communicate effectively orally and in writing; Ability to establish effective working relationships with employees, other agencies, and the general public; and
- (F) Ability to meet the special requirements listed below and skill in the operation of the tools and equipment listed below.

### **Special Requirements**

- (A) Knowledge of the city street system and physical layout of the city and adjoining areas;
- (B) Must be 18 years or older at the time of employment;
- (C) Must possess, or be able to obtain by time of hire, a valid state driver's license without record of suspension or revocation in any state;
- (D) No felony convictions or disqualifying criminal histories within the past seven years;
- (E) Must be of good moral character and of temperate and industrious habits;
- (F) Ability to meet department physical standards.

### **Tools and Equipment Used**

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, telephone, personal computer, copy machines, fax and calculator.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate, except during certain fire suppression when noise levels may be loud.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*