

**FIRE DEPARTMENT  
FIRE EDUCATION SPECIALIST  
(NON-SAFETY POSITION)**

**GENERAL DUTIES:** Under the general supervision of the Fire Division Chief or designate, perform a variety of tasks to further fire safety and prevention awareness.

**GENERAL REQUIREMENTS:**

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Develop fire safety and prevention programs and materials.
2. Make fire safety and prevention awareness related presentations to a variety of target groups including, but not limited to: elementary school students, teens, businesses, senior citizens

and others.

3. Conduct residential fire safety and prevention surveys upon request of the public.
4. Prepare news-worthy releases for City media use including but not limited to Channel 34, Radio 1610, the Garlic Press, and Inside Scoop.
5. Prepare media releases for the public.
6. Maintain appropriate records and reports related to fire safety and prevention awareness activities.
7. Make recommendations for program improvements.
8. Attend related training and education workshops, seminars, and classes as required.
9. Attend fire safety and prevention education related meetings and activities as required.
10. Coordinate fire safety and prevention awareness activities with other activities of the Fire Department as well as with other City departments.
11. Assist in the preparation of the public education budget.
12. As required, act as the Fire Department's Public Information Officer.
13. Conduct juvenile fire-setters interviews and intervention.
14. Review fire incident data to determine areas of emphasis in fire safety and prevention education.
15. Assist in Fire Department disaster planning.
16. Assist in the development and implementation of community disaster preparedness education programs.
17. May be required to work irregular hours including evenings and weekends.
18. Perform other duties as required.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

**SKILLS:**

1. Use of personnel computer.
2. Interpersonal skills.
3. Effective customer service techniques.
4. Effective oral and written communication skills.
5. Presentation skills.

**KNOWLEDGE:** Knowledge of:

1. Concepts of public speaking and group motivation.
2. Lesson preparation and teaching techniques.
3. Use of audio-visual equipment.
4. Media release preparation and dissemination.
5. Program related sources for materials acquisition.
6. Fire department organization and services.
7. Community networking and collaboration.
8. City government structure.

**ABILITIES:** Ability to:

1. Speak and write effectively with targeted groups.
2. Speak and write effectively in English. Bi-lingual (Spanish) desired but not required.
3. Prepare clear and concise reports.

4. Present basic concepts, principles, and techniques of fire safety and prevention.
5. Carry out program priorities as established.
6. Understand and carry out verbal and written instructions.
7. Coordinate the activities of various task units.
8. Perform with a high standard of customer service, professional conduct and civic responsibility.

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

1. Personal computer
2. Laserjet or ink jet printer
3. Telephone or cell phone
4. Fax machine
5. Copier
6. Calculator
7. Paper cutter
8. Paper shredder
9. Specialized computer software
10. Camera
11. Hydrant wrench
12. Keys to a variety of City locks
13. Report forms, pencils and pens
14. Tape recorders/video cameras
15. Presentation equipment, microphones, easels, overhead projectors, etc.
16. Automobile
17. Gasoline pumps

**PHYSICAL DEMANDS:**

When working in the office or in the field, employee will perform the following physical activities including the handling of files, books, binders and boxes of work-related material.

1. Sitting, for prolonged periods of time when working at a computer or attending meetings, or seminars.
2. Standing for prolonged periods of time while providing training or at public presentations.
3. Walking

4. Bending/stooping
5. Kneeling
6. Twisting/turning, when giving presentations.
7. Reaching
8. Pushing/pulling
9. Lifting/carrying, up to 50 pounds while transporting and setting-up heavy equipment for events and presentations.
10. Driving

**SENSORY DEMANDS:**

Under typical office and field conditions, employee utilizes these senses when using a computer, telephone, fax machine, copier, camera, microphone, radio, tape recorder, gasoline pumps, automobile, etc.

1. Seeing
2. Hearing
3. Touching
4. Smelling

**ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**

Office Conditions:

1. Indoors: Typical office conditions, over 50% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, copiers or faxes.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditions.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, ink pens, copy machines, or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions while traveling to meetings or attending training sessions less than 50% of the time.
2. Travel: Under varying conditions via automobile, less than 5% of the time.
3. Flooring: Asphalt, tile, linoleum, uneven surfaces, etc.
4. Lighting: Normal outdoor conditions, and chance exposure to extreme weather conditions.

5. Ventilation: Heating and air conditions provided by a vehicle.
6. Dust or Fumes: Normal to high outdoor levels associated with dust, pollen vehicle exhaust, and construction and inspection activities.

**HAZARDS:**

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, copier, microphone fax machine, paper shredder, paper cutter, etc. When traveling to meetings, seminars or presentations, there is some exposure to mechanical hazards while utilizing a vehicle.

**ATMOSPHERIC CONDITIONS:**

There is minimal exposure to fumes in a typical office environment which may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

**REQUIRED TRAINING, EXPERIENCE AND QUALIFICATIONS:**

1. A two (2) year degree or completion of 60 semester units of college course work with emphasis in fire science, education, public relations, communications, or related field.  
OR  
Two (2) years of recent continuous experience involving classroom instruction, public presentations, or similar experience.  
OR  
Completion of 30 semester units of college course work with emphasis in fire science, education, public relations, communications, or related field and one (1) year of recent continuous experience involving classroom instruction, public presentations, or similar experience.  
OR  
Be a California State Fire Marshal Certified Public Education Officer I.
2. Ability to transport, carry and set-up heavy equipment for events. Must be able to lift and carry at least fifty (50) pounds.
3. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
4. Pass a post-offer medical examination, which includes a drug test.

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5. Pass a Department of Justice criminal record check for employment.
6. Willingness to continue education and training by learning new and innovative skills as changes occur and expand skills by taking additional courses, attending seminars, workshops, and individual study.

NOTE: While fire service background is beneficial for this position, it is not required providing that the applicant is willing to attend necessary courses that would contribute to fire service familiarization.

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