

## **FIRE AND LIFE SAFETY EDUCATION ASSISTANT**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Fire and Life Safety Education Assistant is a classification responsible for supporting Fire and Life Safety Education Specialists with either public education programs, bilingual programs, or the Connector volunteer program. This class performs related duties as required.

Duties of the assignment to public education programs include: making life safety presentations to the general public; scheduling, organizing, and assembling materials, such as mannequins for lifesaver classes; assembling and distributing Fire and Life Safety Education program materials to Fire Department crews and to the general public; and assisting the Fire and Life Safety Education Specialists with, and participating in, public education activities and events, including bike rodeos, child passenger safety programs, smoke detector installations, April Pool's Day, Fire Prevention Week, Mesa Community College Water Safety Day, and others.

Duties of the assignment to bilingual programs include: making life safety presentations to the general public; scheduling, organizing, and assembling materials for the Familias Viajando a Seguridad (FVAS) Program; assembling and distributing Fire and Life Safety Education program materials to Fire Department crews and to the general public; sending FVAS program evaluations to classroom teachers and parents, and then compiling and summarizing results; assisting the Fire and Life Safety Education Specialists with, and participating in, public education activities and events targeted to the Spanish speaking citizens, including Junior Fire Setter classes, senior safety presentations, annual health and safety fair, Día de Los Niños y Libros, helmet safety, child passenger safety programs, smoke detector installations, Fire Prevention Week activities, and others; assisting with the development and revision of curriculum for the FVAS program and providing training to firefighter educators as needed; functioning as a replacement in the absence of a scheduled volunteer or firefighter educator; serving as a liaison with various community agencies to increase their knowledge and support of our bilingual services supporting the East Valley Hispanic Bomberos (EVHB) volunteer program by assisting the respective Fire and Life Safety Education Specialist by working as a liaison between the EVHB and Fire and Life Safety Education; and coordinating, promoting, and implementing public events where Fire and Life Safety Education, Spanish speaking firefighters, and EVHB have been requested.

Duties of the assignment to Connector volunteer program include: delivering presentations to the general public, assisting with interviews for new volunteers, presenting trainings to new volunteers, scheduling volunteers for shift work, tracking volunteer hours, reviewing volunteer paperwork, functioning as a replacement in the absence of a scheduled Connector volunteer, assisting with the design for the quarterly newsletter, and assisting the Fire and Life Safety Education Specialists with, and participating in, public education activities, projects, and events.

**Distinguishing Features:** The Fire and Life Safety Education Assistant is a civilian classification; some positions in this class may be funded by grant or contract for a defined period of time. An employee in this class provides support to the Fire and Life Safety Education Administrator, a Fire and Life Safety Education Specialist, or other members of the Department, and assists in preparing materials and presenting programs for the general public. This class is distinguished from the Fire and Life Safety

Education Specialist class by the latter's direct responsibility for developing and implementing public education and volunteer programs. This class receives training and supervision from the Fire and Life Safety Education Administrator and may receive direction and training from a Fire and Life Safety Education Specialist. Work is reviewed through observation of work in progress, conferences, meetings, and results achieved. Employees in this class may be required to work evenings and/or weekends for events. Program assignments, work schedules, and locations are subject to change. This class is FLSA nonexempt.

## **QUALIFICATIONS**

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from high school or GED. Considerable (3 - 5 years) experience in a responsible clerical or paraprofessional capacity, involving face-to-face public contact. Intermediate bilingual competency in Spanish is required only for the assignment to bilingual programs.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire date and have an acceptable driving record. Must obtain National Highway Traffic Safety Administration Child Passenger Safety Technician certification within one month of hire or promotion date (as certification is available).

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a Bachelor's Degree in Communications, Education, Public Relations, or a related field is preferred. Experience working with public safety or volunteer programs is desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with Fire Department personnel, other City employees, contracted staff, volunteers, teachers, community and civic organizations, and the general public in order to assist with programs, disseminate information, and make customer referrals for services. Gives presentations to various groups. Instructs and trains others, including volunteers, in a classroom setting on various topics including: fire extinguisher use, evacuation drill procedures, effectiveness of smoke detectors, and life safety issues. Prepares written documents including: program policies, training curriculum, flyers, bulletins/manuals, news releases, reports, pamphlets/brochures, proposals, operating procedures, and newsletters with clearly organized thoughts using proper sentence structure, punctuation, and grammar. Assists Fire and Life Safety Education Specialists with preparing curriculum.

**Manual/Physical:** Participates in the activities of community relations or volunteer programs. Operates a variety of standard office equipment including a typewriter, calculator, fax machine, copier, and personal computer (PC). Enters data into a PC to prepare reports and other documents. Operates audio-visual equipment such as projectors, tape recorders, slide projectors, and screens. Prepares and updates schedules for volunteers. Prepares and updates schedules, graphs, charts, or props for displays and presentations. Prepares boxes/bundles of forms, mail, pamphlets, and newsletters for distribution

and mailing. Compiles and summarizes evaluations from teachers and feedback from volunteers and instructors. Operates a motor vehicle requiring a standard Arizona Driver's License to travel to various locations to give public education presentations and participate in public education events. Moves classroom equipment and materials using a handcart/dolly. Lifts and carries objects such as projectors and screens for distances up to 100 feet or more. Sets up and/or removes folding tables and chairs for classroom settings and various events. Stands for extended periods of time to make presentations and participate in public education activities. May work in a variety of weather conditions while assisting with outdoor events. Uses appropriate personal protective equipment. Meets scheduling and attendance requirements.

**Mental:** May supervise and direct the work of volunteer personnel. Researches, analyzes, and compiles data for various reports and to assist in developing educational materials. Performs mathematical and statistical computations for monthly statistical reports and cost analyses for program materials. Comprehends and makes inferences from written material including: statutes, ordinances, reports, articles, and operating procedures. Learns job-related material in a classroom setting or on-the-job regarding fire safety, community oriented programs, and public speaking.

**Knowledge and Abilities:**

Knowledge of:

customer service;  
public speaking and communication techniques; and  
basic computer skills.

Ability to:

understand fire and life safety principles;  
learn the general practices and principles of public information and relations;  
prepare and compile educational materials and other Fire and Life Safety Education information for groups and organizations;  
learn the methods and practices of developing educational materials for Fire and Life Safety Education programs and events;  
make public presentations and assist in implementing Fire and Life Safety Education programs;  
work with community agencies to develop a referral program based on specific customer needs;  
assist with recruiting, training, and/or directing volunteers;  
assist in evaluating Fire and Life Safety Education programs;  
prepare neat and thorough documents and reports;  
manage time efficiently and effectively;  
work in a variety of weather conditions while assisting with outdoor events; and  
establish and maintain effective working relationships with coworkers, management, representatives from other City departments, outside agencies, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/15

TO/fl/hn

CS4012.DOCX

CS3774 (Part-time)

EEO-Para

NDOT SAFETY-Yes

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ADM

INCREMENTS 42-200

PAY GRADE: 42

PAY GRADE: 42

SECURITY-No

CDL-No

IND-7710

SWORN-No