

## **FIRE AND LIFE SAFETY EDUCATION SPECIALIST**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Fire and Life Safety Education Specialist is responsible for developing and implementing a variety of public education and volunteer programs for the Mesa Fire and Medical Department. An employee in this class manages and coordinates educational programs, special events, and/or volunteer programs. A Fire and Life Safety Education Specialist interfaces with the media regarding these programs, and other City safety education related issues. An incumbent in this class serves as an information resource to the community. As related to program areas, a Fire and Life Safety Education Specialist may train and direct the Fire and Life Safety Education Assistant class, and may oversee the work of volunteers.

Duties of the Fire and Life Safety Education Specialist class include: writing program policies and training manuals; designing, writing, and producing brochures, visual aids, and other program documents; providing instruction and training to agencies and other organizations on injury prevention and life safety skills; preparing and delivering oral presentations in front of public groups; coordinating, implementing, evaluating, and revising curriculum; recruiting and training volunteers; preparing newsletters, maintaining statistics, and preparing reports; monitoring expenditures for the programs budget; and acting as a representative of the Mesa Fire and Medical Department on boards, task forces, or committees related to the assigned program areas. This class performs related duties as required.

**Distinguishing Features:** The Fire and Life Safety Education Specialist is a civilian classification. The part-time classification has been designated as a non-classified, non-merit system, at-will position. An employee in this class may provide support to the Fire Chief for coordinating public meetings and special events, and implementing public information strategies to project a positive image of the Mesa Fire and Medical Department, and the City. This class is distinguished from the Fire and Life Safety Education Administrator class by the latter's overall responsibility for coordination of public education activities, and the supervision and management of a unit within the Mesa Fire and Medical Department. This class is supervised by the Fire and Life Safety Education Administrator, who reviews work through periodic conferences, review of final products, 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 exempt-administrative. (Part-time employees in the classification are FLSA nonexempt.)

### **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Education, Social Work, Counseling, Psychology, Business Management, Marketing, Public Relations, Communications, or related field. Considerable (3 - 5 years) experience in progressively responsible public safety or community education programs, social work, counseling, public relations, or marketing, involving public contact. Experience and/or training in public speaking.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire or promotion date. Intermediate bilingual competency in Spanish is required (*by assignment*). Child Passenger Safety certification is required within one month of hire or promotion (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.** Bilingual in Spanish at the City's intermediate level is strongly preferred (*by assignment*).

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with Mesa Fire and Medical Department personnel, management, coworkers, other City employees, the general public, reporters, the community, civic organizations, public officials, management, business owners, contractors, and vendors in order to coordinate a program, disseminate information, and provide assistance. Gives presentations to various groups. Instructs and trains others in a classroom setting on various topics, including injury prevention, fire safety, 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 construction, punctuation, and grammar.

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures and other standards/guidelines. Operates a motor vehicle requiring a standard Arizona Driver's License to travel to various locations to give safety presentations and attend meetings. Installs child passenger safety seats. Operates a variety of standard office equipment including: typewriter, calculator, fax machine, copier, personal computer (PC), and message machine. Operates various audio-visual equipment such as projectors, tape recorders, slide projectors, screens, and remote-controlled props. 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. 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. May work in a variety of weather conditions while participating in outdoor events. Meets scheduling and attendance requirements.

**Mental:** Plans, organizes, and directs the activities of a community relations/fire prevention program. May supervise and evaluate the work of volunteer personnel. May train and direct Fire and Life Safety Education Assistant class as related to educational or volunteer programs. Prioritizes and assigns work to volunteers, and prioritizes own work. Resolves procedural, operational, and other work-related problems by conducting assessments, holding meetings, sharing information, and making recommendations. Coordinates work activities, program functions, and special events with other departments, cities, and agencies. Develops policies, procedures, plans, and short- and long-term objectives for a program. Conducts research and analyzes data including recognizing fire and safety incident patterns through reviewing incident reports and statistics, to provide information to the public or

evaluate the effectiveness of a program. Plans and executes media conferences including logistics, media notification, and speech preparation. 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, fire reports, articles, and operating procedures. Learns job-related material in a classroom setting or on-the-job regarding fire prevention and community safety, community-oriented programs, and public speaking.

**Knowledge/Skills/Abilities:**

Knowledge of:

the general theories and complex principles and practices of public relations, public information, and basic communication techniques;  
fire prevention and public safety programs;  
instructional theory and techniques;  
community oriented safety;  
research techniques, methods, and procedures;  
current usage of the English language and various journalistic styles;  
techniques of publication preparation, and design of brochures, displays, and visual aids; and  
the principles, techniques, and methods used in preparing news releases and publications.

Skill in:

coordinating numerous community requests daily;  
effectively communicating with the general public in adverse situations;  
giving oral presentations;  
organizing a program or major event;  
producing graphic designs, brochures, and other materials for training programs or public presentations;  
and  
directing and managing volunteers (*by assignment*).

Ability to:

provide expertise/consultation on joint projects outside the City of Mesa jurisdiction with other municipalities, national organizations, and associations;  
interact tactfully and courteously with the public, and cope with emotionally tense situations;  
identify and respond to public and City Council issues and concerns;  
gain certification as a State Fire Marshal certified instructor;  
operate computerized informational databases for tracking programs and related information;  
keep accurate records and prepare reports;  
handle negative comments and feedback from the public and within the Mesa Fire and Medical Department effectively; and  
establish and maintain an effective working relationship with coworkers, supervisors, volunteers, personnel from other departments or agencies, public officials, 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 4/19

TO/aa/js

CS4152.DOCX (Full-time)

PAY GRADE: 51

CS4121 (Part-time)

PAY GRADE: 51

EEO-Prof

IND-7710

JOB FCTN-ADM

SWORN-No

INCREMENTS 34-200