



## CHAMPIONS EMERGENCY SERVICES DISTRICT

### JOB DESCRIPTION

#### Fire and Life Safety Officer

#### **DISTINGUISHING FEATURES OF THE CLASS:**

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Under the direction of the Fire Chief, the Fire and Life Safety Officer performs, and coordinates fire prevention activities conducted by the District, including pre-fire incident response preplanning, conducting fire and life safety surveys of commercial properties and multi-family dwellings, public fire safety education, and may serve as the District's Public Information (PIO). The Fire and Life Safety Officer organizes and coordinates community events, public education programs, and fire prevention tasks. Duties include working collaboratively with District staff to accomplish Fire and Life Safety objectives.

Responsibilities have a major impact on the protection of life and property and the success of the Fire and Life Safety Program. Some work is performed in an office environment, but most work is field-related with travel to locations in the community to conduct fire and life safety surveys, investigate fire and life safety complaints, respond to emergency scenes, and conduct public education activities.

#### **ESSENTIAL FUNCTIONS**

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Essential functions will vary according to the work environment and may include, but are not limited to, the following:

- Manage pre-incident action plans of identified buildings and structures, including new construction in the District for fire prevention purposes.
- Perform field verifications of pre-incident planning of commercial buildings and update suppression staff of changes as necessary.
- Coordinate and assist in the development of Fire and Life Safety public education programs and community emergency preparedness activities for civic groups, schools, employee groups, and citizens. Prepare and/or assemble necessary materials, PowerPoint presentations, information packets, and public education displays at community events, businesses, and schools.
- Plan, organize, promote, schedule, and present public education programs for civic groups, schools, employee groups, and citizens to educate and motivate citizens to become involved in public safety practices. Develop, evaluate, and update lesson plans for public education. Maintain inventory of public education materials.
- Assist the Fire Chief with the development and maintenance of permanent records related to fire prevention activities, including but not limited to: surveys made, condition corrected, citizen complaints, special hazards, the cause of fires to which the District responds, the owner and occupant of the property involved, and loss of such property and other information considered necessary.
- Provide support in developing, planning, and implementing the Fire and Life Safety Program goals and objectives to maintain program effectiveness; recommend and implement approved policies, procedures, and revisions as necessary.
- Assist the Fire Chief and others as assigned with administrative functions and special research.



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- Submit monthly, quarterly, and annual reports to the Fire Chief summarizing Fire and Life Safety operations.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

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#### Knowledge of:

- Pertinent Federal, State, and local codes, laws, and regulations
- Proficient knowledge of computers and applicable computer software applications, including specific knowledge of Microsoft Word, Excel, PowerPoint, Visio, Responder 360 software, EmergencyReporting.com, and Adobe Acrobat
- Working knowledge of modern administrative office procedures, methods, and equipment
- Business letter writing and basic report preparation with proficient spelling and grammatical skills; certain duties require considerable creativity
- Firefighting principles, practices, and procedures
- Incident Management principles, practices, and procedures
- The geographical layout of the District, street names and numbers, target hazards, and hydrant locations

#### Ability to:

- Maintain and establish effective and cooperative working relationships with District employees, citizens, and public officials and work effectively in a team environment
- Understand, interpret, and apply documents such as operating instructions, applicable policies, procedures, codes, adopted ordinances, and safety rules
- Conduct oneself in a professional manner
- Maintain confidentiality
- Work independently with a high degree of reliability and productivity
- Respond timely to customer inquiries, complaints, concerns, and needs and provide excellent customer service
- Prioritize multiple projects, anticipate needs, and work effectively within deadlines
- Understand, interpret, and apply documents such as operating instructions, applicable policies, procedures, safety rules, and governmental regulations
- Adapt to changes in the work environment and to shifts in organizational philosophy and expectations
- Prepare and present information to diverse audiences in press releases and on-camera interviews in an accurate and understandable manner
- Perform research, organize, and present findings
- Communicate in English clearly, concisely, and effectively, both orally and in writing
- Identify personal opportunities for growth and learning; ability to assume responsibility for continuous professional knowledge and skills



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#### ADDITIONAL REQUIREMENTS

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- This position may require the use of District vehicles for District business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record.