ASHEVILLE, NORTH CAROLINA

Classification Specification

Fire Life Safety Educator
Job Code: 2130
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to develop, plan, implement, and coordinate the delivery of fire and life safety education programs for the City.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Plans fire and life safety education programs and activities for the community, such as basic fire prevention and safety for school children, career day appearances, fire extinguisher classes, child passenger safety services, smoke detector distribution and installation, fall and fire prevention for the elderly, health fairs, fire evacuation planning and procedures, specialized programs for businesses with high risks, vehicle injury prevention and

a fire service-oriented summer day camp: evaluates and develops educational goals, objectives, policies, and procedures, including program content, methods, and instructional materials and techniques; conducts research of fire and life safety issues and needs; and analyzes research to evaluate, develop, or revise educational programs, materials, and activities.

Implements fire and life safety education programs and activities for the community: organizes, schedules and

conducts workshops and training sessions; provides information regarding fire and life safety issues; participates in fire prevention, pre-fire planning and other fire education activities for other government agencies and the public; and maintains materials, equipment and vehicles used for public education programs.

Coordinates fire and life safety education activities with other division and department staff: trains staff regarding fire and life safety education programs and activities; provides training materials and handouts; and coordinates station tours, apparatus demonstrations, and other requests.

Tracks fire and life safety educational program data: compiles, enters, and analyzes data related to program event dates, duration, audience, attendance, presenters, location, and materials utilized; and prepares and submits related reports.

Develops and implements budget for fire and life safety educational programs: makes recommendations and forecasts regarding expenditures, including staffing, equipment and supplies, and programs and services; monitors expenditures to ensure compliance with approved budget; submits purchase requisitions; and maintains related financial records and documentation.

May perform the duties of a firefighter: may respond to emergency scenes for fire suppression, medical assistance, hazardous materials incidents, motor vehicle accidents, natural disasters, explosions, bomb threats, downed power lines, and other emergency situations.

Communicates with supervisor, subordinates, other City employees, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, smoke alarms reports, participant attendance records, presentations, budget and financial documentation, program delivery summaries and reports, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; operates a motor vehicle and various equipment and supplies used in demonstrations; and operates general office or other equipment as necessary to complete essential functions.

May operate, utilize, and maintain various specialized firefighting equipment, power tools, hand tools, and supplies when assigned firefighting duties, such as personal protective and safety equipment, extrication equipment, emergency medical equipment and supplies, fire suppression equipment and apparatus, technical rescue and hazmat equipment, and other tools and equipment.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Fire Science, Safety, or a related field required; supplemented by five years of experience in firefighting, fire and life safety code enforcement, or related field; or any equivalent combination of education,

training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain Firefighter I and Fire Life Safety Educator certifications. May be required to obtain and maintain additional certifications and licensures, as deemed necessary by command staff.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide formal training to others in specific fields typically involving preparation and/or modification of teaching materials.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as wetness, humidity, rain, temperature extremes, machinery, traffic hazards, or bright/dim lights.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.