

<b>Job Class Code: 7318</b>	<b>FLSA Status: Non-Exempt</b>
<b>Pay Basis: Annual</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION**

The purpose of the job classification (class) is to coordinate and present fire and life safety education programs in the community. The job class is responsible for the development of fire and life safety materials and presentations, coordinating and facilitating training and drills, and assisting with emergency preparedness. The job class works within broad policy and organizational guidelines, independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

**TYPICAL TASKS**

<ul style="list-style-type: none"> <li>• Develops and manages fire and life safety programs including creation of training material and presentations.</li> <li>• Coordinates and facilitates training sessions throughout the City for diverse audiences.</li> <li>• Researches and applies for federal and State grants related to fire safety and manages associated funds/budget.</li> <li>• Prepares various reports related to fire and life safety grants and programs.</li> <li>• Manages supplies and equipment related to training.</li> <li>• Coordinates City-wide fire drills to meet State requirements.</li> <li>• Assists businesses with developing, reviewing, and approving emergency preparedness and evacuation plans.</li> <li>• Researches and advises management on new fire prevention technology.</li> <li>• Serves on various committees related to fire prevention and safety.</li> </ul>
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**GENERAL STANDARDS**

<b>Data Involvement</b>	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
<b>Interpersonal/People Involvement</b>	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
<b>Reasoning Requirements</b>	Performs coordinating work involving guidelines and rules; solves problems frequently.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, algebraic solutions of equations and inequalities, descriptive statistics, geometry, plane and solid, and mathematical classifications or schemes.
<b>Language Requirements</b>	Reads journals, manuals, and professional publications; speaks informally and formally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs.
<b>Mental Requirements</b>	Performs specialized technical and professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; application of specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Guides others, making frequent decisions affecting individuals, coworkers, community members, and others that depend on the service or product.

<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Advanced knowledge of fire prevention and life safety education.</li> <li>• Knowledge of community relations and group facilitation.</li> <li>• Knowledge of City geography and demographics</li> <li>• Knowledge of firefighting and emergency medicine and equipment</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Skill in exercising tact, patience and diplomacy when working with the public, business community and children.</li> <li>• Skill in relating and connecting with people and groups to effectively convey a safety message.</li> <li>• Skills in operating the computer and various software programs.</li> <li>• Skill in analyzing the fire code and evaluating compliance.</li> </ul>
<b>Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to develop, implement, and maintain a comprehensive fire prevention and life safety education plan for the City.</li> <li>• Ability to speak publicly and present information to a wide array of groups and individuals.</li> <li>• Ability to develop brochures, materials, and presentations.</li> <li>• Ability to manage multiple tasks and meet strict deadlines.</li> </ul>

<b>EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS</b>	
<b>Vocational/Educational Requirement</b>	Requires an associate’s degree or equivalent in fire science, education, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this job class requires a minimum of two years of related experience. Fire and emergency medical service (EMS) experience is preferred. Teaching experience outside of the fire service is also preferred.
<b>Special Certifications and Licenses</b>	Requires a valid driver’s license and a driving record in compliance with City Driving Standards. Teaching certifications, Fire Instructor I and Fire Instructor II, Public Fire and Life Safety Educator I, II and III certifications are preferred.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

<b>AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS</b>	
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.	

*This is a job class description and not an individualized position description. A job class description defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.*