

## **FIRE/LIFE SAFETY EDUCATOR**

### **General Statement of Duties**

Plans, organizes, and conducts programs and events to address needs in the community. Assists fire prevention with Level I inspections.

### **Distinguishing Features of the Class**

An employee in this class works to engage with the businesses and community. They will be responsible for developing and implementing a fire department strategy for fire and life safety education. This will include scheduling, preparing, and presenting to our target audiences. This person will deliver the fire department message through the news media, social media, programs, and events, including public information officer functions. Work is performed under the general supervision of the Fire Marshal through observation, reports and discussions.

### **Essential Duties and Illustrative Examples**

Stay current on events within the Town of Kernersville and represents the department on community committees and during community events.

Prepare and educate Fire Department staff on the delivery of a consistent fire & life safety message to the community.

Conducts research to find the target hazards and audiences.

Targets the senior community for fire & life safety education.

Collaborate with local and area senior programs to assist the seniors in the community.

Manages fire safety training for Kernersville schools with emphasis on Fire Prevention Week.

Partner with businesses in the Town for emergency preparedness and fire safety.

Purchases and maintains fire and life safety education material.

Provide needs for fire and life safety education material for department budget.

Complete and maintain records for data collection of risk reduction information.

Functions as the Public Information Officer.

Perform Level I inspections.

Performs other duties as needed for equitable workload.

### **Knowledge, Skills, and Abilities**

Considerable knowledge of Fire and Life Safety Education.

Considerable knowledge on community relations and communications.

Considerable knowledge of the types of industrial commercial operations in the Town and any related potential hazards.

Considerable knowledge of the sources and use of information about current fire prevention and skill in teaching and application.

Ability to establish and maintain good working relationships with other employees, business and civic leaders, and the general public.

Ability to communicate effectively orally and in writing.

Ability to read and understand technical materials.

Ability to understand and follow oral and written instructions.

Ability to produce accurate reports and written documentation.

Ability to work independently to research information needed to identify target hazards.

Ability to effectively prioritize tasks, delegate, and effectively coordinate fire and life safety programs.

Ability to support the values and goals of the department.

### **Working Conditions and Physical Requirements**

Worker must be able to physically perform the basic life operational support function of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing and repetitive motions. Must be able to perform light to medium work, which includes exerting up to 35 lbs. of force occasionally and/or 10 lbs. frequently to lift, carry, push, pull or otherwise move objects. Must have the visual acuity to prepare and analyze data and figures, operate computer and determine the accuracy, neatness, and thoroughness of the assigned work.

### **Desirable Education and Experience**

NC Fire Inspector Level I. Fire and Life Safety Educator I. High school diploma. NC driver's license. Relevant experience.

### **Fair Labor Standards Act (FLSA) Status**

Non-exempt

2024

## Fire/Life Safety Educator I, II and III Career Description

Classification	Criteria
<b>Fire/Life Safety Educator I</b>	<b>Time in Lower Grade</b> - This is an entry level position within the Fire Prevention division. Continued employment is contingent upon successful completion of probationary period.
	<p><b><u>Qualifications</u> - Must be obtained within approved timeframe and maintained.</b></p> <ul style="list-style-type: none"> <li>• NC Fire Prevention Inspector Level I.</li> <li>• Basic Arson Investigation Training.</li> <li>• NIMS 100, NIMS 200, NIMS 700, NIMS 800.</li> <li>• NC Fire &amp; Life Safety Educator I.</li> <li>• National Child Safety Seat Certification.</li> <li>• NC Haz-Mat Operations Level I.</li> <li>• Public Information Officer Certification.</li> </ul>
	<p>Acceptable job performance will include:</p> <ul style="list-style-type: none"> <li>• Displays willingness and ability to support the values and goals of the department.</li> <li>• Displays knowledge and proficiency with regards to fire prevention related activities.</li> <li>• Displays knowledge and proficiency in the use and maintenance of all assigned equipment and facilities.</li> <li>• Displays willingness and proficiency in training relating to fire prevention activities.</li> <li>• Displays willingness to participate in departmental and Town-wide programs to establish and maintain strength, endurance, and general wellness.</li> <li>• Displays willingness and ability to produce accurate reports and written documentation.</li> <li>• Displays willingness and the ability to read and understand technical materials.</li> <li>• Displays willingness and ability to understand and follow oral and written instructions.</li> <li>• Displays willingness and ability to operate as a member of the team and establish and maintain effective relationships with persons encountered in the course of work.</li> <li>• Displays willingness and ability to remain in control and make sound decisions during high stress situations and dealing with the public.</li> </ul>

<b>Fire/Life Safety Educator II</b>	<b>Time in Lower Grade</b> - 2 years as Fire/Life Safety Educator I; or equivalent experience.
	<b>Required Certifications (in addition to Fire/Life Safety Educator I Requirements)</b> <ul style="list-style-type: none"> <li>• NC Fire &amp; Life Safety Educator II.</li> <li>• IAAI Fire Investigator Technician or equivalent advance fire investigator training and/or qualification.</li> </ul> <b><u>Additional Qualifications</u> - Must be obtained within approved timeframe and maintained.</b> <ul style="list-style-type: none"> <li>• NC Fire Prevention Inspector Level II.</li> </ul>
	Acceptable job performance will include (in addition to Fire/Life Safety Educator I performance): <ul style="list-style-type: none"> <li>• Demonstrates competency to perform fire investigations.</li> <li>• Displays willingness and ability to prioritize and multi task.</li> <li>• Serving as a mentor for Fire Educator I.</li> </ul>
<b>Fire/Life Safety Educator III</b>	<b>Time in Lower Grade</b> – 4 years combined Fire/Life Safety Educator I, II; or equivalent experience
	<b>Required Certifications (in addition to Fire/Life Safety Educator II Requirements)</b> <ul style="list-style-type: none"> <li>• NC Fire &amp; Life Safety Educator III</li> <li>• NC or IAAI Certified Fire Investigator</li> </ul> <b><u>Additional Qualifications</u> - Must be obtained within approved timeframe and maintained.</b> <ul style="list-style-type: none"> <li>• Fire Prevention Inspector Level III</li> </ul>
	Acceptable job performance will include (in addition to Fire/Life Safety Educator II performance): <ul style="list-style-type: none"> <li>• Demonstrates competency to perform and lead fire investigations.</li> <li>• Displays willingness and ability to prioritize and multi task.</li> <li>• Demonstrates competency to disseminate information to the public regarding department activities or events.</li> <li>• Demonstrates ability to function within NIMS as needed during incidents.</li> <li>• Serving as a mentor for other Fire Educators.</li> </ul>