

Tempe Fire Department Policies and Procedures
Fire Education Specialist
410.02L
Rev 12-1-95

Purpose:

To actively support and uphold the City's stated mission and values. To promote fire safety and prevention measures for residences, neighborhoods and businesses; to participate in a variety of community relations and educational programs; and to disseminate information to and obtain the cooperation of the general public.

Supervision Received and Exercised:

Receives general supervision from Fire Marshal or from other supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Inspect private residences, mobile homes, apartments, town houses and small commercial occupancies for fire prevention standards, fire exits, general compliance with fire prevention standards, alarm devices, and safety vulnerability due to location and type of doors and windows.
- Inspect state license facilities, hotels and business establishments for fire and safety hazards and compliance with city ordinances, state requirements, and Fire Codes.
- Give safety talks and demonstrations to the general public, neighborhood groups, schools and civic organizations; prepare safety programs for organizations.
- Designate fire lanes in commercial and industrial developments in accordance with City ordinances and the Uniform Fire Code; inspect commercial and industrial areas for fire lane violations.
- Issue citations for observed violations of laws, ordinance and fire safety standards. • Assist in inspections of new establishments and in employee safety training.
- Assist owners in developing fire emergency and fire prevention plans.
- Develop public service announcements relating to fire safety.
- Distribute fire safety and fire prevention brochures.
- Maintain inspection records.
- Participate on a variety of associations; attend and participate in professional groups and committees.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience in public service education or public information work preferably involving compliance inspection duties.

Training:

Equivalent to the completion of the twelfth grade.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.