



City of Tempe

FIRE EDUCATION SPECIALIST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	124	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Fire	<i>Salary / Hourly Minimum:</i>	\$29.012981
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$39.167308
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Fire Education Specialist
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Paraprofessionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from Assistant Fire Chief or from other supervisory or management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	One year of experience in public service education or public information work preferably involving compliance inspection duties.
<i>Education:</i>	Equivalent to the completion of the twelfth grade.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

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.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- 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.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking

Director	In Addition >	Organizational Vision
<i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies		

JOB DESCRIPTION HISTORY
<i>Effective December 1995</i>