



## **Title:** Fire and Life Safety Coordinator

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from EMS Chief.

This classification does not supervise on a regular basis but may be asked to occasionally supervise and/or perform lead functions over volunteers.

### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree with preference to degree in Education, Marketing, Communications, Business, or a related field or equivalent.
- **Experience:** Minimum of one year related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:**
  - Juvenile Fire Setter Intervention Specialist Certification I and II within 2 years of hire.
  - Valid AZ Drivers License upon hire.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.



### **JOB SUMMARY**

The purpose of this position is to provide fire and life safety public education and community outreach activities. Plans, develops, coordinates, and presents activities and programs in the areas of fire prevention, life and safety, and community relations; related tasks as assigned.

### **ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

<b>#</b>	<b>Essential Functions</b>
1	Develops, coordinates, implements, conducts, and maintains fire and life safety programs; conducts risk assessments; analyzes best practices for injury prevention; determines program requirements; develops communication and implementation plan for programs; evaluates programs; makes recommendations for improvements. Community programs may include: CPR, smoke detector, home safety visit, car seat, lock box, juvenile fire setter, youth fitness, fire pal, residential sprinkler, EMS prepared, crisis response, CERT, etc.
2	Researches and analyzes safety training needs of students, the public, and City employees; develops curriculums; markets and arranges training; teaches classes; monitors evaluations.
3	Markets and promotes the fire department and injury prevention in the community; develops relationships with community stakeholders including non-profits, churches, schools, hospitals, businesses, and special interest group; designs and attends community events to promote risk reduction utilizing fire department equipment; creates marketing plans; writes press releases and utilizes other social media outlets; speaks with the media on fire and life safety topics.
4	Monitors the budget for promotional safety purchases; researches pricing; submits bid requests; writes and manages federal, state, and local fire prevention grants; purchases promotional materials and distributes as appropriate.
5	Oversees volunteers for this area, including hiring and training of the volunteers and coordinating activities for community volunteers.



# City of Peoria

## HUMAN RESOURCES

### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"				
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Sedentary	Light	Medium	X	Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.

Work Environment for this position is indicated below with "X"			
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.			
Office	Outdoors	Vehicle	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	Office and Field/ Plant/ Warehouse

### MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, fax / scanner / copier, projector, and related software, ladders, hand tools, vehicle, trailer.

### PROTECTIVE EQUIPMENT REQUIRED:

Ear protection.