



# Adams County Fire Protection District

## Life Safety Educator

### Job Posting and Preview

Date: 07.13.2019

**\*\*This posting will be open until position is filled. Application review will begin on July 22, 2019 at 1600\*\***

**REPORTS TO:** Fire Marshal

**FLSA STATUS:** This position is FLSA non-exempt and subject to minimum wage and overtime requirements.

#### **SUMMARY OF POSITION:**

The position involves, but is not limited to, the coordination and implementation of life safety education programs and projects under the oversight of the Fire Marshal. The individual in this position assists the Fire Marshal and PIO/PR for community events as approved by the Fire Marshal. The position requires the exercise of initiative and independent judgment in delivering life safety education programs and projects that allow for consistent and accurate life safety skills and standards within the District's jurisdiction.

#### **Compensation:**

The salary range for this position is \$60,000.00 to \$81,000.00 pursuant to experience and qualifications.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following duties and responsibilities are all essential functions of the position of Life Safety Educator. They are not in order of importance or priority.

1. Create age and audience appropriate programs that fulfill the District's objectives in increasing fire and life safety knowledge to its citizens.
2. Document the delivery of all public fire and safety educational programs.
3. Prepare professional written reports, correspondence, and memorandums.
4. Schedule events and program requests so that all activities are scheduled and completed without conflict.
5. Submit budget requests, within guidelines provided, which includes program development.
6. Purchase supplies, equipment, and instructional materials for fire and life safety education programs, with proper documentation and approval. Track these approved expenditures.
7. Participate with authorized professional associations and coordinates activities with other public safety organizations related to safety and educational campaigns.
8. Prepare a plan to be approved, by the Fire Marshal, to request the use of human and material resources, so that program or special event needs are addressed.
9. Select instructional materials and present programs on fire and safety to a variety of public and private sector groups.

10. Present public fire and safety education programs that include, at a minimum, the behavioral objectives, lesson plan, informational materials, and evaluation instruments.
11. Review local, state, and national fire and life safety trends and standards relating to District programs.
12. Under the supervision of the Fire Marshal, assist in the implementation of the Fire District's CPR, AED, and other approved educational certification programs.
13. Under the supervision of the Fire Marshal, assist in the administration of the Fire District's Child Car Seat Safety Inspection program, Juvenile Fire Setter Intervention Program, Smoke Alarm Program, Blood Pressure Check Program, School Fire Drill Program, Business Evacuation Drill Program, File of Life Program and other educational programs identified as needed by the Fire Chief or Fire Marshal.
14. Under the supervision of the Fire Marshal, coordinate, initiate, and otherwise direct Public Education events throughout the Fire District.
15. Effectively maintain open lines of communications between Fire District and all public safety and community outreach partners within the jurisdiction.
16. Promote the District's mission and value statements. All employees shall take an active role in improving overall organizational performance, especially as related to promoting improvement to firefighter safety, community safety, firefighter training and optimization of District resources.
17. Perform other duties as required or assigned.

**EDUCATION AND EXPERIENCE:**

Minimum requirements at entry:

- High School diploma or equivalent.

**LICENSES AND CERTIFICATIONS:**

Minimum requirements at entry:

- Valid Driver's License

Post start date:

- Basic first aid certification or the ability to obtain within 12 months of employment
- CPR/AED Instructor certification or the ability to obtain within 12 months of employment
- Certification as a National Fire Protection Association (NFPA) Standard 1035 Fire and Life Safety Educator I within one year of employment.
- Certification as Fire Instructor I
- State of Colorado Certification as a Juvenile Fire Setter Intervention Specialist within one year of employment.
- Certification as a Car Seat Safety Technician within one year of employment.
- NIMS IS 700; ICS 200; ICS 800 certificates or ability to obtain within one year of employment.

**KNOWLEDGE:**

Minimum requirements:

- Understand various fire and safety educational programs.
- Instructional techniques, including use of audio/visual equipment.

- Computer skills (Microsoft Word, Excel, PowerPoint, Outlook and FireRMS).
- Comprehension of principles, methods and practices of inter-agency dynamics to include effective customer service.

**SKILLS AND ABILITIES:**

Minimum requirements:

- Must be able to communicate fluently (speak, read and write) English and Spanish
- Analyze and resolve problems related to life safety education for all age levels and learning abilities, environmental teaching constraints, and the development of alternative methods regarding these challenges to facilitate development of the student.
- Interpret and analyze life safety research and educational materials to successfully incorporate the relevant information into the programs and projects under this position's responsibility.
- Work independently or as a team, and willingly accept other duties as assigned.
- When necessary for the good of the District, work flexible hours, including evenings, weekends, and attend special trainings as directed.
- Prepare clear, concise and accurate written reports and supportive data.
- Effectively present ideas and instructions orally.
- Work effectively with a variety of individuals and organizations with differing priorities, interests and needs.
- Use various types of audio-visual equipment to maximize impact on the specific audience being educated.
- Establish and sustain an effective working relationship with supervisors, staff, school officials, students and the general public.
- Accept feedback from the public or District personnel and apply information to improve fire and life safety programs.

**WORKING ENVIRONMENT:**

The Life Safety Educator position requires work in a variety of locations and conditions including, but not limited to, office, fire station apparatus bays and other similar inside work areas, outside areas including, but not limited to classrooms and parking lot settings. The position requires the ability to read, write, speak and understand the English and Spanish language at a level adequate to perform the job.

**PHYSICAL REQUIREMENTS:**

Moderate physical activity is required with the ability to lift items in excess of 50 pounds occasionally and up to 20 pounds frequently. The position requires standing, walking, stooping/bending, lifting and repetitive motion. Work is performed in all weather conditions and in extreme temperatures.

***NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the District.***

**\*\*Qualified candidates should send their application and resume to [mrossback@sacfd.org](mailto:mrossback@sacfd.org)\*\***