

**POSITION DESCRIPTION –FIRE PREVENTION EDUCATION OFFICER –
VOLUNTEER/CAREER**

Purpose:

The purpose of this standard operating guideline is to specify the duties and responsibilities for a Fire Prevention Education Officer with the Burlington Fire Protection District. The incumbent is responsible for planning, organizing and directing the public education functions of the Fire Department. Duties include: providing oversight to all public education training activities; evaluating program effectiveness; recommending equipment and public education supply purchases; researching, evaluating, and developing new programs and presentations regarding public safety education; preparing and administering program budget; tracking expenditures; working with computer programs; assist in setting organizational goals; assists in development of public education related policies and procedures. The Fire Prevention Education Officer is a stand-alone classification and is distinguished from all other fire classifications by the primary responsibility of prevention education operations.

Supervision Received:

This individual works under the direct supervision of the Fire Corps Program leader or coordinator (or similar position as identified on the approved organizational chart for the department) or the Fire Chief in the absence of a Fire Corps Program coordinator.

Supervision Exercised:

This individual supervises other Prevention Educators within the department in relation to prevention education duties only.

Essential Duties and Responsibilities:

- A. Supervise, manage and coordinate all prevention education activities including fire station tours, fire crew/apparatus visits to off site locations, and prevention educator visits and presentations.
- B. Develop specific Burlington Fire Protection District prevention education and marketing materials for distribution as needed, and maintaining all associated prevention education interaction files and records for the entire department.
- C. Identifies skills development needs and coordinates training and professional development programs internally for prevention educators with the local community college, other agencies, and state and regional organizations.
- D. Occasionally observe and interact with combat fire personnel during training sessions to remain current with firefighting operations for the purpose of educating our customers.
- E. Assigns and monitors work of prevention educators as available for special projects, public education events, observation of training activities, or light duty assignments.
- F. Serves as a department Officer and attends Officers' meetings as requested.
- G. Formulates an annual fire prevention education plan with assistance of Chief, Assistant Chiefs, prevention educators, and other fire prevention educators.
- H. Administers the annual fire prevention education plan.
- I. Formulates and recommends county-wide fire prevention education initiatives and policies with assistance of Chief, Assistant Chiefs, and other fire prevention educators.
- J. Keeps abreast of education trends and practices.
- K. Develop and foster relationships with other educational entities such as the Boone County Public Schools, private and parochial schools, and pre-schools or other child education venues.

- L. May on rare occasions report to emergency scenes under close direction and supervision of the Fire Chief for the purpose of observing, photographing, and maintaining combat operation awareness.
- M. Assists Training Officer and Lieutenants in planning, facilitating and/or instructing fire prevention education training classes.
- N. Other duties/responsibilities as assigned by the Fire Chief or assigned Assistant Chief.

Peripheral Duties:

- A. Interacts with, supports, and assists members as directed within the chain-of-command.

Minimum Qualifications:

- A. High school graduate or GED equivalent; prefer college degree with emphasis in education.
- B. Kentucky certified or IFSAC certified Instructor Level II
- C. First Aid / CPR certified.
- D. Possess a valid driver's license.
- E. Clean driving record for the previous two years.

Minimum Requirements:

- A. Residency within the Burlington Fire Protection District or within Boone County is desired.
- B. Must be a citizen of the United States of America.
- C. Minimum age requirement is 18 years of age.
- D. Must be able to speak, read, and write the English language.

Selection Guidelines:

May include any or all of the following: Formal application; written test; practical skills examination; physical ability test; oral examination; background/driver's license verification and check; hiring list; offer of membership; post-offer physical examination, including drug screen.

Tools and Equipment Used:

Personal computer; projector; demonstration props; fax machine; telephone.

Physical Demands:

The physical demands described here are representative of those that must be met by any member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the member is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, controls; and reach with hands and arms. The member is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in office, vehicle, and outdoor settings; in all weather conditions, including temperature extremes; during day and night shifts.