



Job Opportunity

TITLE:	Fire Prevention Specialist
DEPARTMENT:	Fire
CLASSIFICATION:	Non-Exempt (N25), Civil Service
UNION:	Non-Union
SALARY RANGE:	\$62,657 - \$82,452 Annually - Effective May 1, 2022
CLOSING DATE:	May 18, 2022 at 11:59 p.m.

JOB SUMMARY:

The Fire Prevention Specialist position involves responsibility for improving standards of public safety. Work emphasizes code enforcement and public fire education. Work is ordinarily performed independently, following established procedures. The Fire Prevention Specialist is assigned to the Fire Prevention Bureau. This is a non-combat position with no requirement for fire suppression or emergency medical response activities.

This classification will report directly to the Battalion Chief of Fire Prevention and additional duties may be assigned as needed.

Effective August 16, 2021, all new hires to the City will be required as a condition of employment to be fully vaccinated for COVID-19 prior to start date. If you have questions or need an accommodation for this requirement due to a disability or religious reason, you can speak to our HR Department for further information.

ESSENTIAL FUNCTIONS:

- Proficiency in all assigned duties listed below and the ability to work independently, according to Departmental Standard Operating Polices, and Rules and Regulations.
- Ability to interact, communicate and instruct people of all ages (from pre-school through senior citizens) and ability to interact with fire and injury victims who may be psychologically traumatized.

- Ability to transport, set up, and operate the Children's Fire Safety House without assistance.
- Although the Fire Prevention Specialist is not a supervisor, incumbent must have ability to provide supervision over tasks and projects involving other department personnel and others as necessary.

1. Code Enforcement

- Performs fire and life safety inspections as directed by the Battalion Chief of Fire Prevention.
- Investigates and resolves citizen complaints pertinent to laws and ordinances enforced by the Fire Department.
- Provides information to applicants and general public regarding permitting process and specific requirements.
- Provides training, guidance and assistance to fire suppression staff with fire code related issues.
- Assists Fire Marshal with researching, creating, and implementing new policies, development standards and municipal codes.
- Operates common office equipment, including computers and audio-visual aid equipment.

2. Public Education

- Identifies public education needs and evaluates public education programs by analyzing emergency responses, hazards, and information from the public and fire department members. Maintains liaison with the community and department members and divisions to facilitate this analysis.
- Implements and maintains fire and life safety education programs into area schools; trains teachers in program utilization.
- Utilizes existing audio-visual materials and creates and develops new audio-visual presentations and literature to meet the needs of diverse citizen groups, including preparation of standardized lesson plans.
- Coordinates and/or instructs fire extinguisher classes, using live fires with flammable liquids, and station tours.
- Develops and maintains a current library of written and audio-visual materials related to public education and fire/life safety.
- Coordinates photography of special events when requested.
- Prepares public education displays; schedules, delivers, and sets up the physical displays, i.e. tables, video equipment, display board.
- Plans, coordinates, delegates, and participates in activities for Fire Prevention Week, and other special events.
- Schedules and instructs Children's Fire Safety House programs in mobile house.
- Coordinates and represents the department at community fairs and other public events.
- Recruits and trains department members as instructors to assist with delivering

public education presentations.

3. Internal Communications

- Trains department members in public education/information and public relations subjects and techniques.
- Maintains current and approved policies and procedures in department form and makes available to the department.

4. Planning and Logistics

- Researches, develops, reviews, and revises public education programs, policies, and practices, under the guidance of the Fire Marshal.
- Assists in developing and monitoring annual public education budget; makes purchasing recommendations.
- Researches alternative funding sources; prepares grant applications and solicits funding.
- Maintains adequate records in approved records retention system.
- Prepares detailed lesson plans.

5. Administrative

- Provides back-up to the secretary/receptionist; which includes receiving, screening and routing telephone calls, greeting the public, operating standard office machines, and processing mail.
- Scans run sheets, HIPHA acknowledgement forms, patient refusal forms and other documentation collected on the call for archiving purposes per the WAC guidelines.
- Updates business occupancy records and provides monthly reports on inspection completion.

6. Miscellaneous Duties

- Researches, develops, and presents programs on a variety of topics to department heads and other governmental and legislative leaders.
- Develops and initiates a Juvenile Fire Setter program.
- Maintains professional abilities and state of the art knowledge through written materials and continuing education programs presented at training schools, seminars, and conferences.
- Assist in the investigation of suspicious or arson fires.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

1. Communication Skills

- Proficient graphic skills for the preparation of audio-visual materials (charts, signs, hand-outs, audio tapes, slides, video tapes).
- Ability to effectively utilize a personal computer and a wide variety of software applications, including Microsoft Word, Excel, Publisher, and PowerPoint to create presentations, reports, and materials

- Ability to effectively relay information to diverse groups of people of all socio-economic backgrounds.
- Must be confident, persuasive, articulate and skillful in communicating and presenting fire and life safety education presentations to citizen groups, businesses, and school-age children.
- Possess writing abilities.
- Ability to provide leadership for school administrators and teachers in the implementation of fire and life safety education programs.
- Ability to communicate effectively with department heads and other governmental and legislative leaders.

2. Technical Skills

- Knowledge of, and the ability to apply fire codes, laws, and ordinances.
- Knowledge of construction methodology, materials and installation practices.
- Ability to accurately interpret and enforce fire codes, technical standards, ordinances, development standards, and explain clearly to the public and contractors.
- Must be organized and skilled in the preparation of detailed lesson plans.

3. Personal Characteristics

- Must be self-motivated, able to work independently, and be successful with limited supervision.
- Must have the ability to work and follow through under difficult time frames and deadlines.
- Must have a dynamic, out-going personality.

REQUIRED QUALIFICATIONS:

- Associates Degree from an accredited college.
- Experience working in public education activities, or fire service public education, or a combination of related education and work experience.
- Fire Inspector or ability to obtain within a year's time period.
- Possess or ability to obtain a valid Washington State driver's license and must have a driving record acceptable to the City.
- Must meet medical, psychological, and Civil Service requirements.
- Must be able to pass a criminal background investigation.

DESIRABLE QUALIFICATIONS:

- Bilingual in Spanish.
- College degree in education or communications.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. However, they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work

in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

EQUIPMENT/JOB LOCATION:

Duties are performed in the office and various locations within the community, including construction sites, schools, businesses, out of doors, and includes buildings that are accessible only by stairway, rugged outdoor terrain, adverse weather, and emergency scenes with physical hazards such as smoke, broken glass, or other debris. Duties may be required to be performed at an emergency scene that involves stress, loss of property, loss of life, or injury. Requires the ability to move freely within an emergency area.

Routinely operates a computer, audio visual equipment, telephone, radio, camera, and standard office equipment. Must be able to operate a motor vehicle with a trailer.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Requires the ability to lift and carry materials of up to 25 pounds on a regular basis and up to 50 pounds occasionally, without assistance. Work may routinely require the employee to climb, balance, bend, stoop, kneel, crouch and/or crawl. This position requires public contact and effective English skills.

Performs duties and functions at varied times, including evening, nighttime, holidays and weekend hours. Temporary duty schedules may be required to carry out a specific task. Incumbent is typically assigned to a 40-hour workweek, but may be required to work overtime as needed to complete required tasks.

Must have the ability to wear full firefighter protective clothing including a self-contained breathing apparatus and gloves for the purpose of safely investigating fire cause.

APPLICATION PROCESS:

Applications and Resumes will only be accepted electronically. To apply, visit www.governmentjobs.com/careers/mtvernonwa. Applications and Resumes must be submitted by 11:59 p.m. on May 18, 2022.

Qualified applicants will be invited to an oral board and assessment evaluation. Applicants who pass all portions of the Civil Service examination process will be placed on a Civil Service Eligibility Lists for Fire Prevention Specialist.

The estimated date of hire is July 18, 2022.

Applicants claiming Veteran's Preference Points in accordance with RCW 41.04.010 must submit their Form DD214 to Human Resources on or before the written examination.

The City of Mount Vernon provides and enforces a drug free workplace and maintains a smoke free work environment. The City of Mount Vernon is an Equal Opportunity Employer.