



City of Tempe

FIRE EDUCATION SPECIALIST

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	124	<i>Department:</i>	Fire
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Fire Education Specialist
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			

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

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	One (1) year of experience in public service education or public information work preferably involving compliance inspection duties.
<i>Education:</i>	High school diploma, GED, or equivalency.
<i>License / Certification:</i>	Possession of 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.

- 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.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles.

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

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective December 1995