



City of Casa Grande

Fire Prevention Officer

GENERAL PURPOSE: Under general supervision, promotes community awareness of public safety and fire prevention issues; plans, organizes and presents programs in the City through safety inspections, community relations and education.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans and conducts educational programs on fire safety, water safety, injury prevention, CPR and first aid; speaks before school groups and other organizations on public safety, fire prevention and other public safety subjects.
- Plans, organizes and conducts community outreach programs to promote safety, risk reduction and fire prevention.
- Prepares brochures, flyers, posters, press releases and other materials for presentations to the public and community agencies; works closely with City departments in promoting outreach activities.
- Serves as spokesperson for department with media as directed.
- Researches, analyzes and evaluates new training materials, delivery methods and techniques; develops, improves and updates course content and instructional methods.
- Prepares teaching materials and lesson plans.
- Inspects properties and infrastructure for compliance with fire prevention standards; provides City code and regulations information to clients; writes inspection reports and correspondence as required.
- Researches issues, collects data and coordinates preparation of grant proposals.
- Compiles and maintains records, reports and statistical information.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

JOB DESCRIPTION
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MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in Fire Science, Public Administration, Education, or related field, and two (2) year's fire prevention, training or public relations experience. NFA fire prevention courses desirable.

Necessary Knowledge, Skills and Abilities:

- Knowledge of Fire Department policies and procedures.
- Knowledge of training theories and practices including the development of lesson plans.
- Knowledge of the principles and practices of building inspection for fire safety compliance.
- Knowledge of local community resources and community services programs.
- Skill in effectively presenting information in a community services environment.
- Skill in establishing rapport with small and large groups to facilitate effective training opportunities.
- Skill in planning, organizing, scheduling and conducting training classes.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other emergency services agencies, the general public and the media.

Special Requirements: Possession of a Valid Arizona Drivers License; Certified Public Fire and Life Safety Educator; CPR and AED Instructor certified.

Physical Demands / Work Environment:

- Physically mobile; required to travel to training locations, etc.
- With assistance, lift and carry up to 50 pounds.
- Able to bend, reach, kneel, twist and grip items

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.