

## **FIRE & LIFE SAFETY SPECIALIST**

Division: Fire Prevention  
Supervisor: Deputy Fire Marshal  
Supervision Exercised: None  
Wage Scale: Fire & Life Safety Specialist (Represented Employee)

GENERAL STATEMENT OF DUTIES: Conducts fire and life safety inspections of businesses/multi-family dwellings and documents inspections in a records management system. Provides public education programs and activities. Performs duties related to fire prevention, inspections, public education, and/or public information as assigned. Performs fire suppression and emergency medical services appropriate to certification level and position assignment. Does all related work, as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this classification is assigned to Fire Prevention Division. This classification is generally operational in nature and supervisory duties are not generally a responsibility. This position reports to the Deputy Fire Marshal. The primary purpose of this position is fire prevention, business occupancy inspections, and public safety education, with operational readiness and the ability to respond to emergencies.

EXAMPLES OF ESSENTIAL FUNCTIONS: An employee in this classification shall perform the essential functions as outlined below. However, these essential functions do not include all of the specific essential functions that an employee may be required to perform.

1. Performs fire and life safety inspections to business and multi-family occupancies
2. Provides emergency medical services as appropriate to EMT certification level, including report writing and related activities.
3. Attends and participates in department training and required fire and EMS drills as directed. As assigned, develops and delivers fire prevention related classes such as fire protection systems, apartment fire safety, fall prevention, fire safety.
4. Drives Fire District medic units and support vehicles to emergency and non-emergency incidents in a safe and effective manner. Drives Fire District apparatus in non-emergency situations in a safe and effective manner.
5. Plans and implements public education programs to civic groups, schools, employee groups, businesses and citizens as assigned.

6. Develops and participates in collaborative partnerships with other professionals or organizations involved in community risk reduction issues.
7. Updates the media on the District's response to emergency situations that involves researching details surrounding the incident and providing an educational message relevant to the emergency.
8. Develops and distributes news releases, social media, public service announcements and emergency response details which may be given live over the telephone and/or radio, prerecorded on television, and written and/or verbal in publications.
9. Creates and distributes informative fliers and advertisements, utilizes social media promoting various District, employee, and volunteer functions.
10. Coordinates special events for the District (Open Houses, Fire Prevention Week, ceremonies, etc.) and tours of District facilities.
11. Performs fire suppression activities including training and operating related equipment.
12. Performs work assignments in a courteous, efficient and helpful manner. Promotes a positive attitude, proper courtesy and proper conduct, both on and off the job.
13. Prepare reports and maintains records of activities as directed.
14. Performs other related duties as assigned.

#### MINIMUM POSITION REQUIREMENTS:

- Valid Oregon Driver's License within 30 days of hire
- State of Oregon EMT License
- NFPA Firefighter I
- NFPA Haz-Mat Operations
- NFPA Driver or equivalent
  
- NFPA Instructor I within one (1) year of appointment
- NFPA Fire & Life Safety Educator I within one (1) year of appointment
- NFPA or ICC Fire Inspector 1 within one (1) year of appointment
- Car Seat Technician within one (1) year of appointment

This classification requires competency and expertise in the following areas: fire suppression and EMS operations, public speaking, record keeping and report writing. An employee must be able to communicate effectively both orally and in writing and be able to work closely and effectively with the general public, business community, and other members of the District.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee 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 employee is frequently required to stand; walk; use hands and fingers to handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl, hear, and utilize the ability to smell odors. The employee is required to speak clearly for extended periods and under stressful conditions.

The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing 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 employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals requiring the employee to work while wearing self-contained breathing apparatus (SCBA), risk of electrical shock and vibration.

The noise level in the work environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be loud.

This position sometimes requires irregular work hours based on scheduled activities and emergency incidents. The employee could be required to work late nights, weekends, evenings, and holidays.