



# GENERAL DIRECTIVE

Grand Traverse Metro Emergency Services Authority

Directive Number:	<b>104.24</b>	Effective Date:	05/09/2010
		Revision Dates:	03/26/2015 06/28/2016
Section:	<b>Organizational Information</b>		
Subject:	<b>FIRE AND LIFE SAFETY EDUCATOR</b>		
By Order of Fire Chief Patrick J. Parker			

## **I. Scope**

This guideline will establish the job description for Fire and Life Safety Educator for the Grand Traverse Metro Emergency Services Authority (GTMESSA).

## **II. Purpose**

The Fire and Life Safety Educator is responsible for performing and managing programs of instruction intended to educate and inform the public regarding fire and life safety issues. This position reports to the Assistant Chief/Fire Marshal.

## **III. General Description**

Under the supervision of the Assistant Chief/ Fire Marshal, the Fire and Life Safety Educator develops, coordinates and delivers fire and life safety programs to the citizens and businesses of the GTMESSA district based on relevant death and injury data. This person must be comfortable with public speaking and giving oral presentations to all age groups. This position will work with business and industry to deliver programs to staff relevant to on site hazards. The Fire and Life Safety Educator shall maintain positive working relationships with fire suppression/prevention personnel, business and industry, schools, community groups and colleagues.

### **Basic Function:**

The Fire and Life Safety Educator is responsible for providing all fire and life safety education to the citizens and businesses within the GTMESSA fire district. This shall be done by utilizing available data to insure programs and delivery methods are appropriate for the given audience.

### **Principal Responsibilities:**

The Fire and Life Safety Educator are responsible for the following:

- a. Schedules, coordinates and performs the duties of the Fire and Life Safety Educator.
- b. Determines the priorities of specific programs of instruction and allocates resources appropriately.
- c. Evaluates the overall effectiveness of specific fire and life safety programs by collecting and analyzing relevant data and statistics.
- d. Prepares reports and documentation of specific activities and maintains appropriate files.
- e. Participates in collaborative partnerships and coalitions of professionals involved in fire and life safety issues.
- f. Designs and develops original, or modifies existing, course materials and lesson plans or both, for programs of fire and life safety education.
- g. Delivers programs to community groups, business and industry, schools and others.
- h. Coordinates public education and department public appearances related to community outreach events.

- i. Maintains contacts with media sources to promote department events and community appearances.
- j. Develops new and innovative ideas to reach all age groups with fire and life safety messages.
- k. Position will require travel for training and continuing education classes and conferences.

**Note:** The above listing is intended to describe the general nature and level of work performed by personnel assigned to this classification and should not be construed as an exhaustive list of all job duties.

## **Minimum Qualifications**

Knowledge of:

- a. A working knowledge of educational methodology
  - b. An in-depth understanding of the fire service and its role in the community
  - c. An understanding of fire service management, policies, and procedures
  - d. Knowledgeable in emergency planning, Industrial hazards, evacuation/shelter in place methods, and severe weather emergency planning.
  - e. Understanding of Fire Department operations including: Fire Prevention practices, emergency response procedures and the relationship between code enforcement and public education delivery.
  - f. Effective oral and written communication skills
  - g. Comfortable with public speaking and oral presentations to large groups.
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1. Minimum of three years of fire suppression or education program delivery experience.
  2. Any combination of work-related experience resulting in acceptable proficiency levels in the preceding minimum qualifications.
  3. Education on fire/ injury related topics.
  4. Meet job performance requirements of National Professional Qualifications (NPQ) Fire and Life Safety Educator II (NFPA 1035 Standard)
  5. Unrestricted Michigan driver's license
  6. High school graduate. College degree in education related field highly desirable.
  7. Must be alcohol and drug free.
  8. Subject to pre-employment and random drug and alcohol testing.
  9. National Fire Academy coursework relevant to the position or equivalent
  10. Current and maintained CPR certificate
  11. All personnel are subject, at all times, to the provisions of the Fire Department Rules and Regulations, Policy and Procedure Manual and any amendments, additions, deletions and/or revisions hereto.
  12. Must be self- motivated and be able to perform job duties independent of and without direct supervisory assistance and/ or direction.

Positions in this class shall be subject to pre-employment drug and alcohol testing. This position will also be subject to a thorough background check.

The foregoing statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties, and skills that might be required.

## **Wages and Hours**

This position is a full time 40 hour per week position paid on an hourly basis and is subject to a flexible schedule that may require work on weekends, evenings and/or holidays. Overtime/ comp time may be required. The position is eligible for employee benefits as determined in the GTMESA employee manual.

The wage scale for this position is a starting wage of \$22.36/hr with a maximum of \$27.16/hr after 5 years of service in the position and exceptional performance reviews. This scale may vary annually due to cost of living adjustments.

**SOG 104.24** Authorized by: \_\_\_\_\_

Chief Patrick J. Parker