

## **INSTRUCTOR PART-TIME**

Code No. 4-18-056  
Non-Competitive

**DISTINGUISHING FEATURES OF THE CLASS:** This position, located at Fire Districts, is responsible for public relations activities for a Fire District and providing fire safety instruction to students in local school districts. Duties also involve conducting home visits for fire safety evaluations and equipment installation. The employee reports directly to, and works under the general supervision of a Fire Chief or other higher level staff member. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Provides public relations and fire and life safety education by maintaining social media, working with neighborhood associations, attending community events, attending local, regional and national conferences, contacting neighbors after fire incidents, providing fire safety training to businesses and assisting businesses with fire safety and evacuation plans;

Prepares fire safety lesson plans and presents information to students;

Conducts home fire safety evaluations and installs smoke and carbon monoxide alarms;

Coordinates Fire District open houses;

Provides to the community hands-on child safety seat installation instruction.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of fire and life safety techniques; working knowledge of effective evacuation plans; ability to prepare and implement fire safety lessons plans at an appropriate level for the audience; ability to instruct others both children and adults; ability to communicate orally and in writing; ability to establish good working relationships; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus one (1) year paid/volunteer\* full-time or its part-time equivalent experience in teaching, instructing or training youth or adults.

\*Volunteer experience must be documented by the participating agency and signed by the appointing authority. Employment dates, average number of hours worked per week, and job duties must be included. Documentation must be included with your application.

**SPECIAL REQUIREMENTS:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

**ADOPTED:** January 9, 2020