

COMMUNITY RISK REDUCTION SPECIALIST

Code No.: 3-14-130
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position, located in a fire district, is responsible for initiatives relative to fire prevention, fire safety education, and community outreach in order to prevent or mitigate the loss of life, property and resources in the community. Duties involve developing and facilitating programs with businesses, organizations, school districts, and emergency service personnel in order to integrate fire protection strategies and involve the community with problem solving and strategic implementation. The employee reports directly to, and works under the general supervision of an Assistant Fire Chief or other higher-level staff member. General supervision is exercised over an Assistant Community Risk Reduction Specialist. 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.)

Develops lesson plans for various clients (ex. school districts, businesses, and group homes); creates and facilitates classroom and hands-on training for businesses;

Oversees, coordinates and attends continuing education programs sponsored by the New York State Office of Fire Prevention and Control (OFPC) and the United States Fire Administration (USFA);

Instructs cardiopulmonary resuscitation (CPR) and fire extinguisher training; implements Hazard House training (a fire prevention simulator) to local schools, organizations and businesses;

Coordinates and conducts fire drills and provides feedback participants;

Tests software applied to live environments;

Attends fire safety training courses and implements courses at the fire district;

Manages community smoke alarm and carbon monoxide safety programs and organizes the implementation of campaigns in neighborhoods impacted by fire;

Manages annual academies for junior firefighters (school age students) and the public;

Handles residential inspection requests;

Acts as the fire district's liaison with community for special events and the local fire marshal's office;

Analyzes data and generates reports for the fire district and other agencies;

Writes professional and industry related articles; develops grants; manages fire safety and fire education information on website;

Works on complex, special projects involving the analysis of information and independent decision making.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern fire science, including firefighting apparatus and techniques, modern fire suppression and prevention, fire safety and emergency medical response; thorough knowledge of the New York State Uniform Fire Prevention and Building Code; thorough knowledge of the National Fire Protection Association (NFPA) regulations as they apply to fire districts; thorough knowledge of safety techniques when responding to emergencies; ability to create effective lesson plans for a variety of recipients; ability to coordinate and provide training to staff and the public; ability to coordinate and conduct fire drills; supervisory ability; ability to make presentations in a clear and concise manner; organizational ability; ability to plan and prioritize work and multi-task; ability to analyze data, write reports and develop grant applications; ability to operate firefighting equipment; ability to communicate orally and in writing; ability to utilize related computer software; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus five (5) years paid or volunteer* experience working with fire services programs such as Stop the Bleed, Public Assembly Inspections, Fall Prevention Training, Home Safety Inspections and Public Relations Events.

*Volunteer experience, for the purposes of these minimum qualifications, must be documented by submission of a signed letter from the chief/director of the participating district or department stating the title(s) of the positions and month and years of volunteer service. Documentation must be included with your application.

Volunteer experience in emergency services such as emergency medical services, firefighting and emergency preparedness, shall be defined as actual time spent in emergency services training, attending official department functions, or in responding to emergency situations as a member of an emergency services department. Time spent in fund-raising, parades, or social or sporting events will not be credited. The time claimed must be verified by the submission of copies of official department documents. A letter from the department chief/director without substantiation by official department documents is insufficient.

SPECIAL REQUIREMENTS:

1. Possession of a valid Fire Service Instructor I Certificate, Fire Instructor I Certificate or similarly named fire training certificate issued by an organization recognized by the New York State Department of State, Office of Fire Prevention and Control, or Office of Homeland Security and Emergency Services** upon completion of a fire instructor's course.
2. Possession of a valid certificate as a Fire and Life Safety Educator 1 issued by an organization recognized by the New York State Department of State, Office of Fire Prevention and Control, or Office of Homeland Security and Emergency Services upon completion of a fire and life safety educator course.
3. Must possess and maintain a valid New York State Certified First Responder (CFR) status or higher.

**Candidates must submit copies of certificates at the time of application.

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: July 9, 2020