

ASSISTANT COMMUNITY RISK REDUCTION SPECIALIST

Code No.: 4-14-013
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position, located at a fire district, is responsible for providing the community information and education relating to fire prevention, fire education and fire safety services. Duties also involve assisting the Community Risk Reduction Specialist with assignments and attending to administrative details. The employee reports directly to, and works under the general supervision of a Community Risk Reduction Specialist 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.)

Assists in delivering lesson plans for various clients (ex. school districts, businesses, and group homes);

Assists in conducting 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);

Assists in conducting Hazard House training (a fire prevention simulator) to local schools, organizations and businesses;

Conducts fire extinguisher training to local schools, organizations and businesses;

Installs smoke alarms and carbon monoxide alarms in homes throughout the community;

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

Assists in working on special projects involving the analysis of information and independent decision making.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of modern fire science, including firefighting apparatus and techniques, modern fire suppression and prevention, fire safety and emergency medical response; good knowledge of the New York State Uniform Fire Prevention and Building Code; good knowledge of the National Fire Protection Association (NFPA) regulations as they apply to fire districts; good knowledge of safety techniques when responding to emergencies; ability to present effective lesson plans for a variety of recipients; ability to provide training to the public; 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 two (2) 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: Must possess and maintain a valid New York State Certified First Responder (CFR) status or higher*.

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.

*Candidates must submit copy of certificate when submitting application.

Monroe County Civil Service Commission

ADOPTED: July 9, 2020

REVISED: March 3, 2022