

## FIRE PREVENTION EDUCATOR

Code No.: 4-20-160  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position, located in a Fire District, is responsible for programs regarding fire prevention, fire safety education and community outreach. This position develops and facilitates outreach programs with local businesses, schools, and civil organizations within the surrounding town. The employee works under the direction of the 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.)

Develops and facilitates fire prevention education programs for local school districts (all age groups);

Provides hands-on training to the local community for the following: cardiopulmonary resuscitation (CPR), Stop the Bleed, NARCAN administration and preventing falls for seniors;

Delivers fire extinguisher and Hazard House Compact Fire Safety Training to local school districts;

Manage and coordinate community services, such as: smoke detector and carbon monoxide detector educational events;

Assist with the organization and delivery of Child Passenger Safety programs within the town;

Acts as a community public liaison on behalf of fire district events;

Monitors social media and related activity for fire district;

Writes quarterly newsletter and educational materials for the local fire district;

Takes photographs for fire district publications and presentations;

Shares outreach and program efforts with local district's Fire Chief;

Other duties, as assigned by the Fire Chief.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge and understanding of fire safety; good knowledge of safety training programs, including CPR, NARCAN administration and fall safety prevention; ability to work cooperatively with local fire departments and local schools; ability to speak in public; ability to write effective presentations; ability to establish and maintain effective working relationships; ability to communicate effectively both orally and in writing; thoroughness; dependability; good judgement; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma PLUS either:

(A) An Associate's degree and three (3) years paid full-time or its part-time equivalent experience in the development and implementation of a fire safety and/or crime prevention program; OR

(B) Five (5) years paid full-time or its part-time equivalent experience, as outlined in (A) above; OR,

(C) An equivalent combination of education and experience defined by the limits of (A) and (B) above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Monroe County Civil Service Commission  
**ADOPTED:** February 2, 2023