



FIRE PREVENTION AND EDUCATION OFFICER

JOB DESCRIPTION

Department: Fire	Division: Prevention and Education
Work Location: Urbana Fire Department	Percent Time: Full-time (100%)
Job Type: Civil Service	FLSA Status: Non-Exempt
Reports To: Fire Chief	Union: Non-union

JOB SUMMARY

Summary of Job

Under general direction, the Public Education and Prevention Officer is responsible for planning, coordinating, and implementing public education activities and fire prevention programs and for conducting fire investigations. This position is also responsible for code enforcement and field operations of the Prevention and Education Division; responsible for the coordination of public safety education, fire prevention activities, and fire investigation activities; responsible for program functions and projects as assigned. While this position will be responsible for enforcement and education activities pertaining to the entire community, core responsibilities will be concentrated to the University of Illinois campus.

ESSENTIAL FUNCTIONS

- Actively supports and upholds the City's mission and values.
- Performs fire and life safety code inspections in City and University of Illinois buildings; enforces fire and life safety codes for City properties and reports code violations for University of Illinois properties to appropriate University staff.
- Reviews building plans to assure compliance with building and fire codes, and provides recommendations to the University of Illinois on fire suppression and detection systems, as well as operational concerns relating to the delivery of fire and emergency services on the campus.
- Coordinates and presents public fire and life safety prevention programs with numerous agencies to insure the most effective use of community resources.
- Interviews and counsels juvenile fire setters to gather fact finding information and to influence their future behavior.
- Responds to and resolves citizen complaints of alleged code violations or hazards.

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- Prepares and presents reports on various public safety issues as assigned or needed.
- Issues fire prevention permits as required by fire code.
- Serves as campus Public Information Officer for the department; prepares fire safety announcements for media; works closely with the University of Illinois staff in promoting similar activities on the campus.
- Assists in coordinating activities of staff during public information, education, and community relations programs and displays.
- Assists in coordinating operational analysis and program evaluation on services, programs, and projects assigned to the Division, including but not limited to fire prevention, public safety education, and fire investigations.
- Assists in coordinating the Public Safety Education and Fire Prevention programs with numerous other agencies, including but not limited to the University of Illinois and the City of Champaign.
- Provides input for long-range public safety planning to establish future departmental and division needs.
- Presents and facilitates fire safety classes and workshop to various school and community groups.
- Identifies and tracks trends and public education needs in the area of Fire Safety; develops applicable fire safety education programs and materials.
- Conducts fire investigations to determine cause and origin, and may appear in court as required.
- Trains employees in fire code, fire and arson investigation, public education, public information dissemination, and community relations programs.
- Disseminates information concerning special fire department events and other departmental operations to the department, the community, and other agencies.
- Prepares and delivers reports to various organizations.
- Prepares lists of pre-incident plans, Knox Box information, and walkthroughs for campus buildings.
- May serve as Fire Marshal as assigned by the Fire Chief or designee.
- Performs other related duties as assigned.

JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- A minimum of two (2) years of professional experience in fire prevention, public safety, and/or building inspection, or comparable related experience.

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- Preferred qualifications:
 - Five (5) or more years of professional experience in fire prevention, public safety and building inspection, or comparable related experience.
 - Two (2) or more years of professional experience in fire and arson investigations or current certification as a State of Illinois Certified Fire Investigator I.
 - An associate's or higher degree in fire science, fire protection technology, or a related field in from an accredited college or university.

**Professional experience refers to full-time, paid employment.*

Knowledge and skills:

- Knowledge of laws, codes, and ordinances related to fire prevention and inspection of property.
- Knowledge of hazardous materials.
- Familiarity with or ability to learn various software, including but not limited to records management software, pre-incident planning software, and Microsoft Office software.
- Excellent oral and written communication skills.

Ability to

- Prepare work analysis and technical reports, including but not limited to inspection reports.
- Prioritize and schedule a variety of activities and tasks as assigned.
- Identify fire and life safety hazards.
- Provide and maintain organized records of inspections and reports.
- Develop training and instructional materials and present to department personnel and the general public.
- Review and inspect fire suppression and fire alarm systems.
- Communicate tactfully and effectively with public officials, media, and the general public, and to present ideas clearly and concisely in oral and written form.
- Interact effectively with the public, contractors, architects, engineers and other City personnel and government agencies regarding enforcement of building construction codes and ordinances.
- Work with confidential information.

Licenses, certifications and memberships required

- Must possess and maintain a valid State of Illinois driver's license upon hire and have a safe driving record.
- Must possess and maintain an Illinois Class B driver's license within 15 days of hire.

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- Must possess and maintain First Aid/CPR certification upon hire; State of Illinois or National Registry EMT is preferred.
- Must possess, or acquire within 12 months of hire, and maintain:
 - State of Illinois Fire Inspector I certification
- Must possess, or acquire within two years of hire, and maintain:
 - State of Illinois certification as Fire Inspector II
 - State of Illinois certification as Certified Fire Investigator
 - State of Illinois certification as Basic Fire Prevention Officer

Contacts: Internal/External

- Ongoing contact with other public safety agencies.
- Occasional contact with media.
- Daily contact with the general public, Champaign Fire Department, City of Champaign staff, City of Urbana staff, and University of Illinois staff and students.

SPECIAL REQUIREMENTS

- Hazardous situations may be encountered in the line of duty.
- On emergency call in areas of assigned responsibility.
- Must be able to work a flexible work schedule including occasional evening and weekends.

Physical Demands and Working Conditions

- Working Conditions:
 - While some work will take place in a standard office setting, the successful candidate should expect to work in a variety of emergency response situations as needed.
 - May work in adverse weather conditions.
 - May work in narrow spaces, confined spaces, and heights.
 - May involve contact with the public under stressful conditions.
 - Conduct field inspections and fire and arson investigations in varying climate and temperature conditions.
 - Lifting and operating assigned equipment.
- Physical Demands:
 - Walk on uneven and/or slippery surfaces.
 - Reach for items above the head and below the feet.
 - Climb up and down ladders.

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- Enter confined environments.
- Move quickly and easily, crawl, stoop or bend.
- Visual acuity sufficient to read gauges and observe conditions at inspection sites in a variety of lighting conditions.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment.
- Maintain mental capacity which allows for effective interaction and communication with others.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include walking, standing or sitting for extended periods of time.
- **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.
- **Hearing:** Hear in the normal audio range with or without correction.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Class Specification History

General revision:

- ~~March 19, 2020~~ June 8, 2020
- ~~Jan. 12, 2012~~ March 19, 2020
- Jan 12, 2012

For HR/Finance Use

Job Class Code 3356	Pay Grade 242
EEO Category 1	LVL