Brief Description of the Job:
Under supervision of the Fire Marshal, the Fire Community Risk Reduction & Education Coordinator is responsible for developing and implementing the overall community risk reduction / life safety strategies. Serve as the public information officer while coordinating timely safety messages to the community through all forms of media. Coordinate the department’s recruitment efforts in conjunction with department training division. Conduct fire prevention inspections as needed in compliance with International Fire Codes with emphasis on re-inspections. Consult with engineers, architects, builders, owners, and contractors regarding any questions that are raised during the plan review process. Conduct fire investigations and perform occupancy compliance checks when needed at the direction of the Fire Marshal. Serves as the Fire Department’s primary Public Information Officer and represents the department to the press and other media and/or coordinate the appropriate personnel for such events or activities. Works special events and performs fire watch duties. Serve on committees and task groups as assigned by the Fire Chief or Fire Marshal.

Essential Functions:
Responsible for Community Risk Reduction Strategies (40%): Develop and implement general departmental risk reduction strategies and specific programs which address identified issues within the community. Develop and conduct various programs, events, forums, presentations, lectures, and multimedia presentations to a variety of audiences using input from department members. Prepare department members to conduct risk reduction education programs. Design, develop, and deliver well planned, organized, informative fire prevention training to all department members, as assigned. Develop new and creative outreach activities, funding sources, and partnerships. Routinely promotes articles, press releases, seasonal information, department events, seek out interviews, presentations, and public speaking opportunities that promote the community risk reduction strategies of the department. Review, analyze, and document fire data to determine the effectiveness of programs while monitoring trends.

Conduct Fire Prevention Inspections/Re-inspections of Commercial Properties (30%): Conduct on-site inspections with contractor. Inspect buildings to locate hazardous conditions and fire code violations such as accumulation of combustible material, electrical wiring problems, and inadequate or non-functional fire exits. Inspect and test fire protection systems such as fire alarms, sprinklers, and other fire protection equipment to verify that such systems are installed in accordance with appropriate laws, codes, ordinances, regulations and standards. Fill out inspection notices and enter inspections into record management system. Conduct fire code compliance follow-up inspections to ensure that corrective
actions have been taken in cases where violations have been found. Perform occupancy compliance checks and inspect special event sites.

Serve as Department’s Public Information Representative (10%): Maintain a working knowledge of fire department processes and initiatives to provide accurate and meaningful information to the public. Serve as the Fire Department’s primary Public Information Officer and represent the department to the press and other media or coordinate the appropriate personnel for such events or activities. Respond to structure fires or large emergency events as needed. Receive and coordinate responses to media and public information requests for reports, data, statistics, or other related material.

Conduct Fire Investigation (10%): Respond to fire scenes as needed. Perform fire investigation duties, including determining origin and cause, fire injuries or death, collecting and preserving physical evidence, preparing fire cases for trial, and presenting evidence in court. Interview witnesses, take pictures, draw diagrams, and assist law enforcement with collection of evidence and enter documentation into Firehouse system. Prepare analytical reports to reveal findings. May be required to provide expert witness testimony in court.

Conduct Permit Field Inspections (5%): Conduct on-site inspections with contractor. Inspect buildings to locate hazardous conditions and fire code violations such as accumulation of combustible materials, electrical wiring problems, and inadequate or non-functional fire exits. Inspect and test fire protection systems such as fire alarms, sprinklers, and other fire protection equipment to verify that such systems are installed in accordance with appropriate laws, codes, ordinances, regulations and standards. Complete inspection notice and enter inspection into record management system. Conduct fire code compliance follow-up inspections to ensure that corrective actions have been taken in cases where violations have been found.

Conduct Fire Code Plan Review (5%): Review detailed plans and specifications of all buildings proposed to be constructed or remodeled to ensure compliance with state and local fire and building code requirements. Confer with engineers, architects, builders, owners, and contractors on any questions that need to be addressed. Prepare inspection records and technical letters pertaining to recommendations and violations. Compile and print plan review notes for review with architects/developers and field inspections.

Other duties and responsibilities as assigned.

Physical Demands

Overall Strength Demands: Light strength demands include exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly and/or walking or standing to a significant degree.

Physical Demands: Continuously requires walking, vision, hearing, twisting, and talking. Frequently requires standing, fine dexterity, sitting, foot controls, and balancing. Occasionally requires lifting, carrying, reaching, kneeling, pushing/pulling, climbing, bending, and crouching. Rarely requires crawling.

Machines, Tools, Equipment, and Work Aids: Vehicle, telephone, fax machine, drills, ladder, hydrant wrench, hydrant gauge, smoke alarm, carbon monoxide detector, pitot gauge, spanner wrench, code
books, flash light, fire extinguisher, two-way radio, evidence containers, camera, etc. Works with Fire Prevention and Education equipment as needed.

**Computer Equipment and Software:** Computer, calculator, fax machine, TV, NaviLine, ExecuTime, Firehouse, Microsoft Office Suite, and other associated software.

**Working Conditions**

**Overall Working Conditions:** Satisfactory: Occasional exposure to unpleasant environmental conditions and/or hazards.

**Environmental Factors:** Daily exposure to noise and vibration. Monthly exposure to respiratory hazards and physical hazards. Seasonal exposure to extreme temperature and wetness and/or humidity.

**Health and Safety:** Frequent exposure to mechanical hazards, electrical hazards, and fire hazards. Occasional exposure to explosives and communicable diseases. Rare exposure to chemical hazards and physical danger or abuse.

**Primary Work Location:** Office environment, vehicle, and outside

**Protective Equipment Required:** P.P.E., hard hat, safety glasses, safety boots, respirators and S.C.B.A.

**Non-Physical Demands**

Frequently requires irregular schedule/overtime, working closely with others as part of a team, tedious or exacting work, and noisy/distracting environment. Occasionally requires time pressures, emergency situations, frequent change of tasks, and performing multiple tasks simultaneously.

**Job Requirements**

**Formal Education:** High school diploma or equivalent plus six months to one year of advanced study or training in specific vocational, administrative, or technical nature is required. Junior college, vocational, business, and technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

**Experience:** Over one year of experience as a Fire Inspector I or two or more years of experience as a Firefighter III or higher is required.

**Driver’s License Required:** Class D South Carolina license, however a Class B CDL is preferred.

**Certifications:**

- NFPA FFII meeting IFSAC or Pro Board certifications.
- Current CPR/First Responder or higher.
- SCFA 2147 NIMS ICS or a NFA course meeting NIMS ICS (100, 200 & 700).
- SCFA 1210 EVDT (SCFA) or current driving program through GCFD.
- SCFA 1220 Pump Operations (SCFA) or current driving program through GCFD.
- SCFA 3224 Arson Detection for the First Responder.
• SCFA Fire Instructor I.

**Other Desired Requirements:**
• Basic Fire/Arson Investigations (SCFA or NFA).
• SCFA 8608 Fire Marshal Certification/ICC Fire Inspector I.
• SCFA 8609 ICC Fire Inspector I Exam.
• SCFA 8610 S.C. Fire Marshal Rules and Regulations.
• NFA Leadership Strategies for Community Risk Reduction or at least 80 hours of demonstrated course work, training, or certifications in public education.
• Fire & Life Safety Educator I.

**Job Demands**

**Reading:** Intermediate Level: Ability to read papers, periodicals, journals, manuals, policies, dictionaries, and other reference materials.

**Math:** Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

**Writing:** Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

**Human Collaboration Skills:** Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. Work has a high impact on the organization. External contacts include resident and business owners. Internal contacts include Building and Engineering Code officials.

**Management and Supervision:** Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

**Technical Skill:** Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Advanced application: Work affects accuracy of multiple projects.

**Freedom to Act and Impact of Action**
Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion. Significant impact of action: Considerable benefits or costs in time, money, or public/employee relations.

**Disclaimer**
The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.