



JOB DESCRIPTION

General Description

The purpose of this class within the organization is to develop, revise, and evaluate training curriculum. Plan, coordinate and deliver Fire Prevention programs for adults, school children, and other organizations in the community.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Maintain current knowledge and awareness of applicable laws/regulations, policies/procedures; maintain awareness of new equipment, methods, procedures, and advances in the profession; maintain professional affiliations; attend classes as appropriate.
- Communicate with supervisors, peers, schools, civic organizations, media, other fire agencies, law enforcement, medical crews, property owners, and the public to coordinate work activities, review work status, to exchange information, or resolve problems.
- Responds to calls for fire suppression, hazardous materials, motor vehicle accidents, natural disasters, rescue operations, downed power lines, follow safety procedures, utilize safety equipment, and monitors work site ensuring safety of other individuals.
- Deliver fire prevention/education programs for adults and students; Implement programs in local schools, community organizations; distributes educational materials to the public. Maintain records of student and adult contacts for monthly reports.
- Prepare, complete, receive various forms, reports, pre-incident plans, contact records, budget requests, statistical analyses, hazardous material guides, policies, procedures, standards, presentation materials, review, forward or retain as appropriate.
- Train fire personnel in a classroom environment, using lecture material in a well-planned, logical, articulate manner to maintain student interest to maximize comprehension, following syllabi, outlines and objectives established by the training division.
- Develop/update lesson plans for assigned courses: schedule class time to ensure all subjects conform to department guidelines; material reflects defined reality of current technology and recognized professional standards.
- Plan, coordinate, and deliver fire prevention programs to the community; schedule activities to promote fire prevention; Coordinate training activities with shift officers concerning efficiency and effectiveness of program, delivery methods, and resources.
- Performs related work as assigned.

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Minimum Education and Experience Requirements:

Requires an Associate Degree or specialized courses/training equivalent to satisfactory completion of two years of college in Fire Science, Firefighting or closely related field; Requires three years of experience in training, including fire prevention/public education; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Physical Demands:

Performs light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

Unavoidable Hazards (Work Environment):

None.

Special Certifications and Licenses:

Requires the following certifications/licenses Requires the following certifications and licenses: Class F License; Certified Georgia State Firefighter; Licensed Georgia State EMT Intermediate or Higher; National Pro Board Qualifications Firefighter Two; National Pro Board Qualifications Apparatus Operator; National Pro Board Qualifications Hazardous Materials Technician; National Pro Board Qualifications Fire Officer Two; National Pro Board Qualifications Live Fire Instructor; National Pro Board Qualifications Fire and Life Safety Educator; National Pro Board Qualifications Instructor II.

Americans with Disabilities Act Compliance

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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City of Americus, GA



Title: Fire Prevention & Training Officer
Class Code: 2010

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By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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