

# Hurricane Fire & Rescue Hurricane, WV

## Job Description

<b>Position</b>
<b>Description Number</b>
<b>Adopted</b>
<b>Effective Date</b>
<b>Pages</b>

Fire Prevention Officer
800.208
March 1, 2007
April 7, 2007
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### SUMMARY

Enhance public relations, interact with the media, plan, coordinate and deliver educational programs and information projects in the areas of fire safety, accident prevention and survival techniques.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and maintains cooperation between public, civic, professional, and other agencies.
- Prepares and disseminates educational and informational materials to schools, industry, and community agencies.
- Maintains records of public fire and life safety educational programs.
- Maintains a schedule, given a list of events, program requests, pre program requirements, and time allotments, so that all activities are scheduled and completed without conflict.
- Notifies the public, given a scheduled event, so that the location, date, time, topic and sponsoring agency are included.
- Coordinates and releases factual information to the news media.
- Conducts programs to create public awareness and cooperation in managing risk by promoting public understanding through activities with citizens groups, such as the chamber of commerce, service clubs, parent teacher organizations, senior citizen organizations, youth groups, multi-cultural groups and neighborhood associations.
- Presents lectures, skits, games, role-playing, questioning, and team teaching lead discussions.
- Be on call for Hurricane Fire & Rescue functions, events or emergencies for information and education functions.
- Performs research and writes letters and articles to inform the public of safety related issues.
- Performs other related work as required.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Public relations, journalism, or related experience desired. Prior experience with an emergency services agency desired.

**EXPERIENCE**

Educational background with children and/or adults.  
Experience in writing, delivering, or preparing articles.

**REASONING ABILITIES**

Abilities include an understanding of basic learning characteristics, educational methodology and instructional techniques. Ability to establish and maintain interpersonal relationships. An understanding of fire behavior, human behavior during fire, injury causes and prevention, escape planning, hazard identification and correction, basic fire protection system devices, emergency reporting, fire fighter personal protective equipment description.

**LANGUAGE SKILLS**

Prerequisite skills include written and verbal communication, report writing, basic record keeping, and time management, scheduling, organizing and planning. Use of lesson plans with identified learning objectives, methods for active participation/involvement, methods of developing and maintaining a positive learning environment for the student including physical environment and student/instructor relationships, and proper use and care of audiovisual equipment and materials and personal computers.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must maintain a valid West Virginia Drivers License, which allows for the operations of Hurricane Fire & Rescue's vehicles. May be required to obtain CPR Instructor Certification.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to lift minimum 50 lbs., stand, sit or walk minimum 8 hours, climb, talk and see.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exposed to live fire during fire extinguisher demonstrations. May be called upon to respond to hazardous material scenes, or incidents, in all weather including wind, rain, and heat for media relations and public information.