



Spring Lake Park – Blaine – Mounds View Fire Department

Public Fire & Life Safety Educator

Division/Department:	Community Risk Reduction	
Location:	Varied	
Job Title:	PFLSE	
Reports To:	CRR Coordinator	
Salary:	\$13.00/Hour	
Benefits:	Uniform provided. Use of company vehicle while working. Physical workout equipment use. Training and professional development. Working alongside firefighters and education staff in a dynamic organization.	
Level/Grade:	Type of Position:	Hours: Varies
<ul style="list-style-type: none"> • Fire Educator/4 	<ul style="list-style-type: none"> • Part-time 	<ul style="list-style-type: none"> • Non-Exempt

General Description

Under the general supervision and direction of the Fire Chief, and reporting to the Community Risk Reduction Coordinator, the primary duty of this position is to provide fire and life safety education to the public. Additional responsibilities include: data entry, coordination of fire prevention events, and assist with public relation events.

Essential Duties and Responsibilities

1. Perform and participate in fire prevention activities such as: business safety days, school and daycare programs, station tours, and inspection activities.
2. Perform and participate in fire education activities such as: CPR and First Aid courses, fire extinguisher training, home safety visits, and live demonstrations.
3. Perform and participate in public relation activities such as: city parades, truck and equipment demonstrations, group presentations, and community appearances.
4. Ongoing maintenance and support of Community Risk Reduction equipment and assets.
5. Develop external media to include brochures, articles, handouts, and publications.
6. Attend in house training and outside training as directed.
7. FDM data entry and extraction to determine risk analysis and develop programs or solutions to reduce occurrence or severity.
8. Display a positive attitude toward community relations and public service by dealing constructively and courteously with the community.
9. Other duties as assigned.

Knowledge, Skills, and Abilities

1. Knowledge of principles and processes for providing exceptional customer service.
2. Knowledge of driver safety and the importance of maintaining a safe driving record.
3. Actively looking for ways to help others.
4. Teaching others how to do something well.
5. Selecting and using training/instructional methods and procedures appropriately.
6. Ability to manage one's own time effectively.
7. Ability to follow verbal and written instructions.
8. Ability to establish effective working relationships with staff members, other agencies, and the general public.
9. Ability to deal with the public confidently and effectively in a positive manner in all methods of communication.
10. Ability to handle and protect confidential information.
11. Ability to speak in front of large and small groups of a wide variety and very diverse demographic
12. Ability to communicate effectively in English, both verbally and written.
13. Computer skills and knowledge of software applications in word process, web, database and visual presentation (i.e. MS Word, Excel, PowerPoint, FDM, Access).

14. Average mechanical aptitude.
15. Ability to operate audiovisual equipment.
16. Basic knowledge of fire hazards, fire safety, and injury prevention methods.

Minimum Requirements

1. Must be 18 years of age
2. High School Diploma or equivalent.
3. Valid Class D Minnesota Driver License.
4. Available primarily during weekday hours of 0800-1800 and some weekends.
5. Non-tobacco user while a member of the fire department.
6. Passage of all annual requirements and proficiencies: 8 out of 10 monthly meetings, 4 documented training sessions annually, at least 20 hours of performance per month, driving proficiency, and certifications determined by supervisor.

Desirable Qualifications

1. EMS certification (Emergency Medical Responder or Emergency Medical Technician).
2. Firefighting or Fire Explorer experience.
3. Teaching experience (youth, adolescent, or adult).
4. Minnesota Fire Service Certification Board certifications (Including FFI, FFII, Fire Apparatus Operator, Fire Officer, Fire Instructor, Fire Inspector, Hazmat Operations, Hazmat Technician, etc.).
5. Reside within the cities of Spring Lake Park, Blaine, or Mounds View
6. 2 year Associate Degree in Fire Science or related field.
7. Knowledge of the cities we serve including its demographics, school systems, local organizations, geography, community programs, and public services

Process

1. Applications and resume due by 5:00p.m., April 6th, 2018 to the main office or email to CRR Coordinator Jeff Lundquist at jlundquist@sbmfire.com
2. Interviews and hiring process will take place throughout the month of April with expected start dates in May.

Hours

Hours will vary in this position and be flexible to meet the needs of the department and community. The PFLSE should expect to work 5-10 hours per week on average.

Probationary Period

This position is subject to a 12 month probationary period as set forth in a Conditional Offer

Disclaimer

1. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.
2. This description reflects management's assignment of essential functions. It does not proscribe or restrict the tasks that may be assigned and may be modified at any time.

Non-Discrimination

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Reviewed By:

Approved:

Date Posted:

Posted By: