

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

VACANT

Work Phone: TBD

2. Class Title (i.e. payroll title):

COMMUNITY EDUCATION OFFICER

3. Working Title (if any):

COMMUNITY EDUCATION OFFICER

4. Name & Class of First-Line Supervisor:

FIRE MARSHAL

Work Phone: 608-266-4457

5. Department, Division & Section:

FIRE PREVENTION DIVISION

6. Work Address:

314 W DAYTON STREET, MADISON WI 53703

7. Hours/Week: 38.75

Start time: 7:30 End time: 4:00

8. Date of hire in this position:

TBD

9. From approximately what date has employee performed the work currently assigned:

TBD

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10. Position Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)

Wisconsin Administrative Code SPS 314.01(13) Lists public fire education services as one of the required duties of the fire chief and the fire department. Each fire department should provide fire education with the territory served by the fire department. The education should cover fire prevention week activities, school visits, fire department safety demonstrations, fire extinguishers and smoke alarm demonstrations. Provide school fire safety education programs, public fire education programs and public service announcements.

11. Position Summary:

This is professional work involving community education, community outreach and community risk reduction programs within the Fire Prevention Division of the Madison Fire Department. This work involves collaboration with fire department operations, prevention, emergency management, public information, and will be based on local data; to develop and implement programs that address the current risks and hazards that the City of Madison is exposed to.

12. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 40% A. Direct the Department's fire and life safety education programs.
 - 1. Responsible for the coordination and delivery of public education presentations to elementary schools during Fire Prevention Month.
 - 2. Responsible for the coordination and delivery of fire and life safety programs to secondary schools.
 - 3. Responsible for coordination and delivery of fire and life safety training to community organizations and other City agencies.
 - 4. Responsible for the planning and operation of Safety Saturday and similar education events.
 - 5. Coordinate MFD participation in community events
 - 6. Connect community requests to appropriate agencies for service
- 30% B. Responsible for developing and implementing fire and life safety programs
 - 1. Reviews local data to identify areas where training and education could improve safety, reduce injuries/death, and reduce the reliance on emergency response.
 - 2. Evaluates the effectiveness and outcomes of existing education programs
 - 3. Recommend, initiate and coordinate community public safety events
 - 4. Participate and coordinate with community partners with development and delivery of safety and prevention programs
 - 5. Responsible for the development and implementation of new fire and life safety training programs
 - 6. Provide community education on emerging hazards and trends to promote awareness and resiliency.
- 10% C. Training and Education
 - 1. Educate and prepare MFD members on fire and life safety curriculum, delivery techniques, and consistent messaging.
 - 2. Represent the City in the development of regional drills and exercises and participate in such drills
 - 3. Maintain and update knowledge of fire causes, deaths and injury statistics on a local, regional, and national level
 - 4. Identify a wide array of community risks and factors based on data and fact
 - 5. Maintain knowledge and skills on contemporary educational and teaching methods
- 10% D. Assist the Fire Public Information Officer and Occupant Services Unit
 - 1. Participate in the Occupant Services Unit on-call rotation
 - 2. Assist the PIO in responding to requests for information from the media, public, or others.
 - 3. Present fire & life safety messages on-air in the studio or in the field for both radio and TV.
 - 4. Prepare news releases, flyers, brochures, information packets and public service announcements to media, external agencies and the public.
- 5% E. Administrative Functions
 - 1. Write grant submittals for funding
 - 2. Establish goals and objectives for the community education unit
 - 3. Prepare reports and provide data to stakeholders
- 5% F. Perform other job-related duties as directed by the Fire Chief or Fire Marshal

13. Primary knowledge, skills and abilities required:

Working knowledge of community and media relations principles, practices, techniques, and procedures.
Working knowledge of educational principles, practices, techniques, and procedures.
Knowledge of or ability to acquire knowledge of fireground tactics and emergency medical responses.
Knowledge of or ability to acquire knowledge of fire code enforcement practices.
Knowledge of and ability to use computer software applicable to the duties of the position. Ability to present training and informational programs and materials to diverse groups. Ability to use computers to write letters

and reports, and to operate related applications such as GIS and timekeeping programs. Ability to assist in the development of educational and informational programs and materials. Ability to communicate effectively, both orally and in writing. Ability to prepare accurate and effective news releases. Ability to collect information through interviews. Ability to research and compile information. Ability to train diverse groups and individuals. Ability to develop and maintain effective working relationships with department staff, the media, educators, and the public. Ability to use a digital camera and to download images onto a computer. Ability to testify in court, as necessary. Ability to write letters and simple reports. Ability to follow instructions. Ability to organize, record, and present inspection data. Ability to exercise judgment and initiative, and to work independently. Ability to deal tactfully and firmly with potentially hostile individuals. Ability to maintain adequate attendance.

Ability to interpret, apply and explain policies and procedures. Ability to gather, organize, evaluate, and analyze data. Ability to make independent judgments. Knowledge of applicable laws, rules, regulations, ordinances and codes pertaining to emergency management activities, safety procedures and standards, and hazardous materials. Ability to manage multiple projects at one time, skilled in effective time management and resource utilization, and able to adapt quickly to changing situations. Ability to prepare reports, proposals, plans and recommendations. Ability to work independently in the absence of specific instructions or supervision by following verbal and/or written instructions effectively.

Ability to work both indoors and outdoors in extreme heat (100°+) and cold (20°F) around potential mechanical, electrical, explosive, radiation, fume/odor, dust/mite, chemical, natural, and toxic waste hazards.

Knowledge of administrative skills, including data analysis and accurate reporting data and information in an unbiased manner. Knowledge of database principles and practices, as well as computer and software applications as it relates to reporting and analyzing of data.

Skilled in the effective operation of office and computer equipment and various software packages, including but not limited to Word, Excel, PowerPoint, Outlook and Access. Ability to effectively communicate both orally and in writing. Ability to establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work, including employees, external agencies, other organizations, and the public. Ability to work effectively with all levels of employees and management and assist in providing solutions to projects and tasks.

14. Required licenses and/or registration:

Valid Driver's License

15. Physical requirements:

Standing/walking; sitting for desk/office related work; ability to use a computer for 50% of work day or more; occasional stooping, kneeling, crouching or crawling, lifting objects

16. Supervision received (level and type):

General supervision

17. Leadership Responsibilities:

This position: ☐ is responsible for supervisory activities (Supervisory Analysis Form attached).
☐ has no leadership responsibility.
☒ provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- ☐ I prepared this form and believe that it accurately describes my position.
- ☐ I have been provided with this description of my assignment by my supervisor.
- ☐ Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- ☐ I have prepared this form and believe that it accurately describes this position.
- ☐ I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- ☐ I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- ☐ I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- ☐ Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.