

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Fire Protection Specialist
DEPARTMENT: City Manager/Fire Administration
FLSA STATUS: Non-exempt

GENERAL PURPOSE:

Performs intermediate-level technical or specialized work in the Fire Administration division. Performs administrative work composing routine correspondence and processing letters, memorandum, and departmental reports under the direction of the Fire Marshal. Develops, coordinates, and schedules the fire safety public education programs for the community and schools. Work is performed under general supervision with limited latitude. Position exercises some judgment in accordance with well-defined policies, procedures, and techniques.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Coordinates the Community Emergency Response Team (CERT) and attends City events to provide first aid
- Develops, coordinates, schedules, and conducts fire safety public education programs
- Performs fire inspection data entry and billing; serves as the department's records retention officer
- Prepares payroll reports, purchase requisitions, and spreadsheets
- Responsible for purchasing and monitoring equipment inventory levels
- Reviews forms and documents for accuracy and completeness prior to submission
- Assists in the development of the fire budget; coordinates all fire department grants, and insures compliance with regulations
- Performs a variety of clerical duties, including but not limited to, typing documents, entering data, scanning, and filing
- Performs other related duties as assigned and/or required

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by up to three (3) years' experience in recreation programming; an equivalent combination of education, certification, training, and/or experience may be considered.

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Must have a state of Florida driver license, class E; cardiopulmonary resuscitation (CPR) and first aid and basic life support (BLS) instructor certification's; and National Incident Management System (NIMS) Introduction to Incident Command System (ICS) 100, 200, 700 and 800 training. Must be a licensed notary public.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of state and local building and fire codes and statutes
- Skill in Microsoft Office products (Word, Outlook, PowerPoint, and Excel)
- Skill in providing good customer service
- Ability to develop and present fire safety education programs and curriculum
- Ability to learn the specialized vocabulary associated with fire administration and safety
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to organize work for timely completion
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date