

TITLE: Lieutenant/ Community Educator/ Preparedness

FD-EMS/800

DEPARTMENT: Fire-EMS, Fayette County

JOB SUMMARY: This position is responsible for community fire and life safety programs. Assisting in coordinating county-wide emergency management activities as well as assisting with construction inspections, new business inspections, and existing commercial business inspections. This position will assist with departmental GIS (geographical information systems) data collection and analysis and will exhibit the ability to successfully take and pass online training on GIS software applications.

MAJOR DUTIES:

- o Coordinates the fire and life safety education program. This includes community education in the schools, nursing and assisted living facilities, community CPR, fire extinguisher training, and home inspections.
- o Inspects new and renovated construction.
- o Conducts fire safety inspections on new and existing businesses for continuing compliance with codes, including underground and above ground storage tanks and spray booths.
- o Evaluates the readiness of the automatic sprinkler systems and fire alarms.
- o Collects data for GIS and assists with departmental GIS responsibilities.
- o Assists with the hydrant inspection program; issues street/hydrant numbers; obtains GPS coordinates; facilitates the repair of problems.
- o Responds to fire and emergency calls; commands incident scenes until relieved by a superior officer.
- o Assists in coordinating the response of the American Red Cross and faith based organizations for affected citizens after a fire or other disaster.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of current fire safety education techniques, current American Heart Association standards along with other contemporary means to educate the public in all-hazard safety practices.
- o Knowledge of applicable fire codes and ordinances.

- o Knowledge of building construction practices.
- o Knowledge of current federal, state, and local laws, administrative rules, standards, guidelines, and ordinances.
- o Knowledge of local emergency management practices.
- o Knowledge of geographical information analysis.
- o Knowledge of county government policies and procedures.
- o Knowledge of basic emergency medical procedures and fire suppression techniques.
- o Knowledge of management and supervisory principles and practices.
- o Knowledge of county geography, streets, roads, and buildings.
- o Knowledge of relevant training standards.
- o Skill in supervising and participating in the response to emergency scenes.
- o Skill in the operation of job related vehicles, equipment, and tools.

SUPERVISORY CONTROLS: The Fire Marshal assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include local ordinances, state laws, federal laws, building codes, fire codes, county policies and procedures, and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied administrative and inspection and code enforcement duties. Frequent interruptions contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to assist in coordinating the department's fire prevention, fire safety education, and fire inspection programs. Success in this position contributes to the safety and well being of county residents.

PERSONAL CONTACTS: Contacts are typically with co-workers, architects, engineers, construction workers, private investigators, other county employees, utility providers, law enforcement personnel, court personnel, elected and appointed officials, representatives of other

Lieutenant/Community Educator/Inspector, Fire-EMS

Page 3

governments or agencies, educators, representatives of the State Fire Marshal's office, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, and motivate and influence persons.

PHYSICAL DEMANDS: The work is performed while typically sitting at a desk or table or while intermittently sitting, standing, bending, crouching, walking, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office, outdoors, and at the scene of emergency incidents. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves. Schedule may vary after normal days and hours to accomplish the mission of the position.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Certification as a Fire Inspector I and American Heart Association – BCLS Instructor Certification within 18 months of appointment and Public Fire & Life Safety Educator Level I within 24 months pending available seats in the courses.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

EXEMPT/HIPAA/IWE

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education. An Associate's Degree from an accredited college in the field of Fire Science, EMS Technology, or other related course of study.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, minimum five years' experience in a public fire department.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- o State of Ga. EMT-Advanced license.
- o NPQ Firefighter 2