



Code: 8714
Family: Public Safety
Service: Public Safety
Group: Fire Service
Series: Firefighting

CLASS TITLE: COORDINATOR OF FIRE AWARENESS

CHARACTERISTICS OF THE CLASS

Under direction, designs, develops, and directs the implementation of public education programs for the promotion of fire awareness, prevention, and safety; and performs related duties as required.

ESSENTIAL DUTIES

- Serves as Commanding Officer of the Public Education Division
- Develops and coordinates Fire Safety & Life Safety courses and the certification process for high rise fire safety director as well as injury and hazard prevention provided to interested city residents and high-rise building property managers and their designees
- Develops fire safety awareness, injury and hazard prevention instructional modules and ensures the training of uniformed staff providing community outreach services
- Plans and implements the community outreach service programs educating residents on matters of fire safety awareness, injury, and hazard prevention to Chicago residents
- Procures or oversees the preparation of equipment for presentations; prepares publicity and promotional materials to increase public awareness of fire education programs
- Schedules fire education presentations for community groups, civic organizations, and schools
- Monitors the Public Education program verifying that staff secure and maintain appropriate training certifications
- Plans, directs, and participates in the development and preparation of news articles, press releases, pamphlets, displays, and other materials to promote new programs in conjunction with the Director of Media Affairs
- Prepares reports and maintains records of department activities as necessary
- Oversees staff training and the delivery of interventionist counseling and referral services for juveniles suspected of setting fires
- Prepares the division's budget
- Plans, directs, and participates in the development and preparation of events in conjunction with the Coordinator of Special Events
- Serves at Department liaison to the Survive Alive House Foundation, Fire Marshall's Advisory Committee, NFPA, IFSA, and other organizations as assigned by the Fire Commissioner
- Serves as the on-call Media Affairs Officer on a rotating basis
- Serves as grant administrator for Public Education grants (i.e., FEMA Grants etc.)

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Career Service status as a uniformed member of the Chicago Fire Department
- Graduation from an accredited college or university with a Bachelor's degree in

CLASS TITLE: COORDINATOR OF FIRE AWARENESS

Communications, Journalism, English or a directly related field plus five (5) years of work experience in the development of public information or public education programs, of which two (2) years are in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience.

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Fire Instructor I or Lead Instructor certification is required

WORKING CONDITIONS

- General office environment
- Hazardous conditions
- Extreme heat
- Public safety work environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier)
- Personal computers and related equipment
- Firefighting personal protection and related equipment
- Two-way radios

PHYSICAL REQUIREMENTS

- Stressful and physically demanding environment
- Strenuous firefighting work requiring physical strength, coordination, endurance, flexibility and use of specialty equipment and protective gear.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Comprehensive knowledge of:

- *methods and practices employed in planning, developing, implementing and monitoring community service and public education programs
- *development and content of public information programs aimed at promoting fire awareness, prevention and safety.
- *methods and techniques used in gathering, preparing and disseminating information to the media and the public.
- current departmental programs, rules, regulations, policies, and procedures

Considerable knowledge of:

- *community service and public education programs
- strategies used to analyze and respond to community problems
- Fire Department protocols for responding to large scale crisis and emergency situations

Some knowledge of:

- departmental programs, services, policies, and procedures
- *Chicago fire codes and ordinances, especially those pertaining to high rise buildings, smoke detectors and CO detectors
- *high rise safety and evacuation procedures, including the roles of Fire Safety Director and any/all building safety team rolls in commercial and residential structures

CLASS TITLE: COORDINATOR OF FIRE AWARENESS

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- INSTRUCTING - Teach others how to do something
- NEGOTIATION – Bring others together and trying to reconcile differences
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- *COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- *WRITE - Communicate information and ideas in writing so others will understand problems to produce answers that make sense
- REASON TO SOLVE PROBLEMS - Apply general rules to specific MAKE SENSE OF
- INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- *SPEAK - Communicate information and ideas in speaking so others will understand
- *COMPREHEND WRITTEN INFORMATION - Read and understand information ideas presented in writing

Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.