

**ELIZABETH FIRE PROTECTION DISTRICT
P.O. Box 441
155 West Kiowa Avenue
Elizabeth, CO 80107**

POSITION DESCRIPTION

POSITION: FIRE PREVENTION SPECIALIST

STATUS: PART TIME; FLSA NON-EXEMPT

EMPLOYMENT STATUS: AT-WILL

WORK HOURS: AS NECESSARY TO SATISFACTORILY PERFORM DUTIES AND RESPONSIBILITIES OF POSITION AS APPROVED BY THE DIVISION CHIEF/FIRE MARSHAL BUT TYPICALLY NOT TO EXCEED 32 HOURS PER WEEK.

EFFECTIVE DATE: JANUARY 1, 2023

This position description is established by the Board of Directors (“Board”) of the Elizabeth Fire Protection District (“District”) to outline the basic requirements, duties and general responsibilities of the position of the Part-time Fire Prevention Specialist. This position is “at-will,” which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

Summary:

Under the supervision and assistance of the Division Chief/Fire Marshal, the Part-time Fire Prevention Specialist is responsible for fire prevention activities by conducting inspections of private and public premises, enforcing fire ordinances and regulations, assist with fire-related investigations, and educating the public on fire safety practices. The fire prevention specialist also performs related work in support of his/her assigned division, programs, or functions within the fire prevention bureau.

Primary Duties and Responsibilities:

The primary powers, duties and general responsibilities of the Part-time Fire Prevention Specialist shall include:

1. Maintain records, documents and reports for all aspects of Fire Prevention, Public Fire Safety Education and Fire Investigations.

2. Enforce, or assist the Fire Marshal in enforcing, applicable Fire Codes and related Nationally Recognized Standards in a uniform, firm, unbiased and tactful manner.
3. Maintain knowledge of relevant Federal, State and local laws, and the District's standard operating guidelines, Member Handbook, organizational chart and chain of command.
4. Provide pertinent information to the Fire Marshal regarding new construction and development and provide fire prevention related recommendations to the Fire Marshal for planning purposes.
5. Establish and maintain positive, effective working and supervisory relations with subordinates, superiors, other agencies, and the public.
6. Perform such tasks as fire code development and enforcement, hazardous materials compliance, review of building development, site plans and special systems submittals.
7. Recommend regulations and changes in fire and building codes to the Fire Marshal.
8. Coordinate or perform review and approval of building development plans and permits regarding access, water supply, fire protection systems and equipment. Review, inspect and approve new construction, new special systems, hydrant locations and other fire protection related projects. Meet with developers, architects or construction managers and recommend the modification of plans to ensure an efficient review process.
9. Coordinate the inspection process for existing public buildings to decrease the number of fire hazards within the District.
10. Administrate and coordinate regular fire drills for schools and businesses within the district.
11. Coordinate and maintain the District pre-plan database in conjunction with fire inspections.
12. Coordinate fire hydrants inspections and verify adequate hydrants repair through water provider within the District.
13. Respond to non-emergent incidents, as needed, to perform code enforcement and fire investigation related duties as required.
14. Consistently promote a professional image of the District at all times.
15. Maintain thorough knowledge of modern fire prevention and special system principles.
16. Maintain a thorough knowledge of modern fire investigation principles and ensure that all investigation reports are maintained as directed by the Fire Marshal.

Immediate Supervisor:

The Part-time Fire Prevention Specialist works under the direct supervision of the Division Chief/Fire Marshal.

Minimum Qualifications and Certification Requirements:

The Part-time Fire Prevention Specialist shall possess and maintain the following qualifications and certifications:

1. ICC Fire Code Inspector I Certification within 6 months of date of hire
2. State of Colorado C.P.R. Certification;

3. State of Colorado Certified Fire Suppression Systems Inspector within 1 year of date of hire.
4. State of Colorado School Safety Inspector III within 2 years.
5. Valid Colorado Driver's License with an acceptable driving record.
6. Fire Investigation Certification within 2 years of hire.
7. Must be lawfully authorized to work in the United States and have proof of employment eligibility.
8. Must have the ability to read, write, speak and understand the English language at a level adequate to perform the job.
9. Passing background investigation/drug test/physical exam required

Working Environment/Physical Requirements:

This position requires work in a variety of locations and conditions, office areas, in and around a wide variety of construction, automotive, mechanical, chemical and medical equipment, and emergency scenes of every type.

1. A portion of this position will involve sedentary, administrative work in an office environment in addition to providing inspections at construction sites. In emergency situations, the fire prevention specialist may be required to perform investigation duties in adverse conditions.
2. Strenuous physical activity under extreme adverse conditions, such as extreme heat, extreme cold, exposure to hazardous materials or chemicals, and wet or humid conditions, will be required periodically.
3. Must possess the ability to lift items in excess of fifty (50) pounds occasionally and up to thirty (30) pounds frequently.
4. May be required to wear Personal Protective Equipment (PPE) and clothing, including breathing apparatus, goggles or eye protection, helmets or hard hats, and gloves.
5. This position requires standing, running, walking, sitting, kneeling, stooping, bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching over head, reaching away from body, and repetitive motion.
6. Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20°) Fahrenheit and in excess of one hundred degrees (100°) Fahrenheit.
7. Work may be performed under hazardous and adverse conditions, including but not limited to slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
8. Work may result in exposure to smoke, gases, chemicals, fumes, odors, mists and dusts, which can affect the respiratory system or skin.

9. Work may be performed indoors or outdoors under varying and fluctuating conditions as described above.
10. Work may result in exposure to individuals or blood carrying infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, *etc.*
11. Work may result in exposure to high noise levels requiring hearing protection.
12. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
13. This position will involve periods of high physical, mental and/or emotional stress.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak workload periods or otherwise to balance the workload.

Employee's signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Name

Date