

CITY OF MILPITAS

EFFECTIVE: March 2000
EEOC: Public Safety
FLSA: IAFF
UNIT: Fire
PHYSICAL: 7

PUBLIC EDUCATION CAPTAIN/FIRE PREVENTION INSPECTOR

DEFINITION

The major focus of this position is fire education/prevention. The Public Education Captain will provide public fire education, act as the department's information officer, and serve as fire inspector. This is a forty (40) hour per week (accrues 40 hour benefits per IAFF MOU) position with a three year minimum commitment.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Marshal.

May be required to supervise subordinate employees as the need arises.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Plan, organize, coordinate, supervise and implement the department's public fire and life safety education program.

Coordinate and develop the Fire department's public education programs such as KidSafe House, Pre-school Program, Fire Station Tours, Community Events, Community Fire Aides, and Fire Prevention Month.

Verify compliance to life safety standards for high rises, apartments, hotels/motels, licensed facilities, and conduct construction inspections as needed.

Manage referrals and coordinate the juvenile counseling program.

Serve as department Public Information Officer in emergency and non-emergency situations.

Develop public information packages, press releases, etc.

Perform basic fire code inspections in life safety occupancies and in support of the Engine Company inspection program.

Participate in a variety of meetings with other departments and agencies on behalf of the Fire Department or City.

Perform preliminary and supplementary fire case investigation work in support of shift investigator and arson investigation programs.

May serve in any Emergency Response capacity (suppression) for which the incumbent is qualified on an as needed basis.

May be subject to temporary assignment to line position to cover temporary vacancies created by authorized leave.

Will be assigned as vacation relief on a scheduled basis each year to maintain operational skills and experience.

Perform related work as required.

QUALIFICATIONS

Knowledge of:

Inspection techniques and principles.

Fire inspection practices and procedures.

Fire prevention codes and enforcement practices.

Ability to:

Conduct inspections, report findings and assist customers in compliance.

Provide direction to staff.

Plan, organize and coordinate the activities of volunteers and fire aides.

Communicate clearly and concisely, orally and in writing.

Establish and maintain cooperative working relationships with others in the organization, customers, and the public.

Effectively interpret rules and regulations and make sound decisions.

Experience and Education

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four and a half years of paid municipal fire suppression experience.

Education:

Equivalent to completion of the twelfth grade and 30 units of college level courses in fire science or related fields.

License or Certificate:

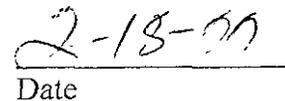
Possession of or ability to obtain, and maintain an appropriate, valid California Driver's License and the ability to operate tow vehicles.

Possession of a valid EMT-1 Certificate at the time of appointment and maintenance of said certification thereafter.

Approved:



June Catalano, Acting City Manager



Date