



GREATER NAPLES FIRE RESCUE DISTRICT APPLICATION HIGHLIGHTS

January 6, 2020 (Deadline extension)

Community Life Safety Educator

Application [Click Here](#)

Requirements:

- High School Graduate or equivalent. College Degree in a related field of study is preferred.
- Three years of administrative experience in related work environments, including specific vocational experience or related functions.
- Advanced level computer experience, i.e. Excel, Word, PowerPoint, Outlook, Internet, Publisher, Adobe/Acrobat, including ability to demonstrate the ability to navigate the internet and other web based communication mediums.
- Demonstrate effective communications skills including writing, basic typing, telephone answering and email communications.
- Possess confident interpersonal skills and ability to work in a self-directed environment.
- Comfortable with public speaking and communicating with the public about community risk reduction and fire and life safety information.
- Able to organize, order, and/or produce literature or materials to reinforce the community risk reduction and fire and life safety and presentation/program curriculum.
- Confident and capable in researching, creating, coordinating, directing, maintaining, scheduling, presenting, and evaluating community risk reduction and fire and life safety programs by determining the appropriate medium and delivery for District schools, groups, and organizations of adults and children.
- Possess a current Florida Driver's License
- Signed and Submitted Tobacco Free affidavit
- The position is full-time- must be able to work Monday through Friday, 8am-5pm. With the potential of occasional after-hour presentations or District representation.
- Physical requirements include some combination of stooping, kneeling, and the lifting, carrying, pushing, and/or pulling of objects and materials up to 25 pounds.

Salary Range \$42,225-\$50,000 dependent on qualifications, attractive benefits package including, medical, dental, vision, and life insurance, paid vacation and personal days and inclusion in the Florida Retirement System. EOE employer. Email questions to dschwarz@gnfire.org

All applications must be hand delivered in a sealed envelope or mailed to:

**Greater Naples Fire Rescue District
Attn: Community Life Safety Educator**

14575 Collier Blvd. Naples, FL 34119

Faxed or emailed applications will not be accepted.

Incomplete applications will not be processed. Please attach copies of certificate(s) and/or degree(s) pertinent to position. To claim Veteran's Preference, a copy of your DD214 (long form) and the applicable VP form 1,2or3 must be submitted at the time of application. Due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements.

Application deadline Extended to: January 30, 2020

Additional requirements if selected for an interview may include: an oral interview, a computer proficiency test, a background check, submitting a Driver's License Record, and/or passing a pre-employment physical including a drug screen test.

Greater Naples Fire Rescue District	
Job Classification	
Position Title: Community Life Safety Educator	
Rank: Civilian	
Reports To: Fire & Life Safety Section Manager	
Management/Supervisory Responsibilities: As assigned	
FLSA Status: Non-Exempt	Probationary Period: 6 Months
Approved By: K. Schuldt	Date:

1. Introduction:

This position is to act as a liaison between the Fire District and the public in the areas of education and community relations. Responsibilities include formulating and implementing educational programs and developing and presenting community risk reduction programs.

2. Summary Description:

This position works independently under general supervision in areas of routine procedures, and under direct supervision in the event of special or unique assignments. The position has a greater variety and higher complexity of duties, the necessity to exercise judgment on non-routine matters, and the ability to perform complex tasks within generally defined procedures. The work involves the application of independent judgment and knowledge of District procedures, regulations, policies, and other written or verbal direction; accuracy and completeness of work are essential. The work requires the exercise of mature judgment and thorough knowledge of major Section relationships, Section programs, and goals; other responsibilities include coordination and resolution of a variety of work assignments, effective consultation and communication with the public and all levels of District personnel to maintain effective and efficient operations. Work is evaluated by observation of results and/or by practical observation and is reviewed by oral and written reports and conferences with supervisor.

3. Nature of Work:

The Community Life Safety Educator works in a fast-paced office setting with frequent interruptions, as well as indoor and outdoor classroom and group settings. Ability to work cooperatively and professionally to assist a diverse group of customers, co-workers, and superiors is required. Work may be performed in meeting rooms within District premises or within both indoor and outdoor classroom-style and group settings within the Community. There may be the frequent need to pick up or deliver objects/items. There may be the occasional variance in noise level ranging from quiet to loud tonal noises. There are no predetermined hazards.

4. Physical Requirements:

The Community Life Safety Educator may be required to remain in a stationary position at a workstation for extended periods of time, with the occasional need to traverse or change position to access office machinery

or cabinets; as well as occasionally moving, transporting, lifting or positioning objects weighing up to 25 pounds; and frequently operating District vehicles.

The employee must be able to climb stairs and ladders, as well as the motions of repetitive bending, kneeling and reaching overhead.

The employee must be able to traverse an uneven walking surface, such as a ramp or hill.

The employee must be able to tolerate teaching in various environmental conditions, to include outside venues.

The employee must be able to load and unload a district vehicle with various equipment/devices weighing up to 25 pounds.

The employee must be able to stand or walk for long hours during the work day.

5. Illustrative Tasks:

The Community Life Safety Educator is required to complete routine work, follow and comply with District governing documents, and use critical thinking to solve problems which requires intensive understanding of a restricted field and complete familiarity with the functions of the District. There will be exposure to unusual pressure and stressors while performing clerical, manual, or technical tasks prescribed by standard practices. Tasks may require computation, the use of several procedures, and the use of independent judgments with obvious choices. Intense attention is required, with periods of high-concentration for accurate results.

Utilizes public speaking and community outreach opportunities to communicate with the public about community risk reduction and fire and life safety information.

Organizes, orders, and/or produces literature or materials to reinforce the community risk reduction and fire and life safety and presentation/program curriculum.

Researches, creates, coordinates, directs, maintains, schedules, presents, and evaluates community risk reduction and fire and life safety programs by determining the appropriate medium and delivery for District schools, groups, and organizations of adults and children, by occasionally utilizing additional personnel.

Examples of programs which may be maintained by the Public Outreach Specialist include, but are not limited to:

- Community safety courses
- Special events and activities that require a fire and life safety literature presentation
- CPR/AED
- Safe Babysitting
- Juvenile Firesetter Intervention
- Fire Extinguisher Training
- Car Seat Installation
- CERT

- Home Fire Sprinkler Education
- Home Smoke Alarm Education and Installation Program
- Wildland Fire Education and Preparedness Program
- Drowning Prevention
- Other programs that enhance District Services
- Any event where communication with the public is necessary
- Other community risk reduction programs as determined by the Fire Chief or designee to be offered to the public at any time throughout the year

Organizes, coordinates, or assists in the coordination of public events sponsored or co-sponsored by the District.

Organizes, coordinates, and produces reports on a monthly, quarterly, annual, or as needed basis.

Represents the District at after-hours events as requested by the Fire Chief or designee, or as anticipated by the Community Life Safety Educator with approval of a supervisor.

Educates, updates, and/or organizes volunteers such as CERT members with basic training, additional training, and volunteer opportunities.

Maintains records of the educational programs for review by supervisors, Command Staff, and the Board of Fire Commissioners.

Maintains, develops, and promotes community resources, relationships, and contacts.

Speaks to civic groups/general public regarding various topics relating to the District.

Oversees and improves public image through frequent contact with the community, business, media personnel, and other District stakeholders.

Answers telephone; screens calls; provides requested information; takes and relays messages.

Greets visitors with courtesy and tact; answers questions, or refers to a supervisor for clarification/resolution.

Assists walk-in emergencies and summons appropriate personnel for help.

Provides back-up coverage for Receptionist tasks; specifically, but not limited to, lobby and phone coverage.

Creates and maintains files for order and retrieval, according to accepted record keeping practices and District policies.

Prepares correspondence, forms, documents, and other materials as required.

Photocopies and faxes required materials.

Ensures adequate maintenance of supplies; maintains inventory check.

Ensures clean and tidy common areas and office space.

Represents the District professionally to the community and other agencies.

Performs other job-related duties as required.

6. Supervisory Responsibilities:

As Assigned

7. Required Knowledge, Skills and Abilities (KSA):

To perform this job successfully, an individual must be able to demonstrate each essential duty satisfactorily. The following descriptions are representative of the knowledge, skill, and/or ability required.

Serves the community, customers, and District stakeholders professionally and timely.

Multi-tasks, follows orders, technical instructions, and procedures as directed by a supervisor, while prioritizing multiple assignments and tasks is required on a daily, weekly, and/or monthly basis.

Interfaces and communicates well, both verbally and written, with all Sections and personnel.

Ensures a high level of confidentiality is maintained when handling confidential issues and materials.

Performs special projects as assigned.

Performs computer related functions, i.e. email, word processing, data entry, and troubleshooting is required in programs applicable to the position.

Assists employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services.

Operates audiovisual equipment in District facilities as needed for various presentations.

8. Requirements and Qualifications:

High school diploma or GED required.

College Degree in a related field of study is preferred.

Three years of administrative experience in related work environments, including specific vocational experience or related functions.

Advanced level computer experience, i.e. Excel, Word, PowerPoint, Outlook, Internet, Publisher, Adobe/Acrobat.

Valid Florida Driver's License

Life Safety Educator Certification or achieved within 2 years

CPR/AED Instructor may be required

CERT Train the Trainer may be required

Car Seat Technician may be required

9. Disclosures:

ADA Compliance Disclosure: The Greater Naples Fire Rescue District complies with the American with Disabilities Act (ADA). Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not prohibit or restrict additional tasks that may be assigned. This job description is subject to change at any time.

Description Disclosure: This job description is not a contract of employment or a guarantee of continued employment. The Greater Naples Fire Rescue District has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.



GREATER NAPLES FIRE RESCUE DISTRICT POLICIES

Approved:
01/12/2016

Revised:

POLICY # 901.4

Smoke and Tobacco Free Workplace

Purpose

To provide for the implementation of a smoke and tobacco free workplace.

It is the practice of the District to comply with all federal, state and local ordinances regarding smoking of tobacco products in the workplace. This practice is made pursuant to the mandates of the Florida Clean Indoor Air Act.

It is the desire of the District to promote a healthy environment for workers and the public and to reduce insurance and other costs related to health problems and illnesses which may be caused by or exacerbated by exposure to tobacco.

Policy

It is the policy of the District to provide a safe and healthful work environment. Smoking or use of tobacco products or electronic smoking devices is prohibited in any District facility or on any District campus. This policy shall apply equally to employees. At no time shall any employee use tobacco products while on duty or in any District workplace.

Smoking or use of tobacco products is prohibited in all District vehicles.

Smoking is prohibited to all visitors or members of the public at all times in all public places, at all public meetings and in all enclosed areas within any District facility.

All responsible parties shall take immediate action with respect to any reported violations occurring within District buildings and to take any actions and follow any procedures that are necessary and proper to cause any violations to cease, including disciplinary, legal and/or administrative remedies.

The District shall post signs in all District facilities and campuses indicating that smoking and the use of tobacco products is prohibited pursuant to the Florida Clean Indoor Air Act.

The Fire Chief or designee shall strictly enforce this prohibition administratively on behalf of the District.

All violations shall also be considered a violation of District Policy and the Florida Clean Indoor Air Act, Florida Statutes, and will be subject to disciplinary action.

Definitions: The following terms shall have the meanings indicated:

DISTRICT FACILITY- Any building or any portion of any building owned by or leased to the District and used for governmental purposes.

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Smoke and Tobacco Free Workplace

DISTRICT VEHICLE- Any vehicle owned, leased or operated by the District and used for governmental purposes.

PUBLIC PLACE- The term shall mean all enclosed, indoor areas used by the general public in any District building, all external dining areas, and all areas located within 30 feet of an entrance of any District building. The term "public place" does not include areas which are not used by the general public.

SMOKING- Possession of a lighted tobacco product or electronic vapor device.

TOBACCO or TOBACCO PRODUCTS- Tobacco of any kind, including the use of smokeless tobacco, "spit" tobacco, electronic cigarettes, cigars, cigarettes, pipes or any other smoking material or device.

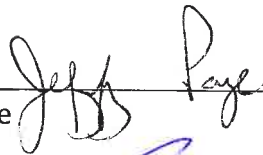
Greater Naples Fire Rescue District

Policy # 901.4 Smoke and Tobacco Free Workplace


Approved by:

Date: 11/12/2016

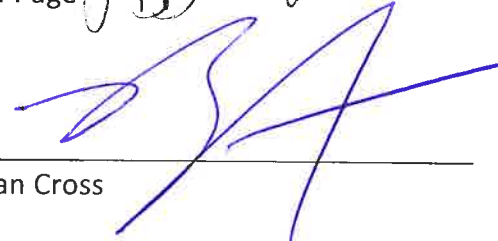
Board of Fire Commissioners



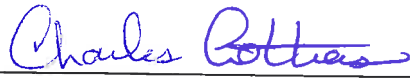
Jeff Page




Chuck McMahon



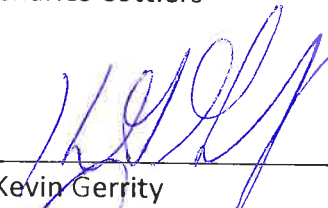
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