

# FIRE EDUCATION SPECIALIST

## MILWAUKEE FIRE DEPARTMENT

**THE PURPOSE** of this position is to provide fire safety information to the public in the form of fire and life safety programs and seminars, fire extinguisher training programs and assist with the development of new programs to meet the needs of the community.

*This is a Milwaukee Fire Department civilian position under the jurisdiction of the Fire and Police Commission.*

**NOTE: Must be able to work a flexible schedule which can include occasional evening and weekend hours. Evening and weekend hours will be more frequent during the summer months.**

### ESSENTIAL FUNCTIONS:

- ◆ Present fire and life safety education programs to schools, businesses, community groups, non-profit organizations, etc. as well as at festivals, neighborhood events, and other venues.
- ◆ Assist with the development of new programs to meet the needs of the community.
- ◆ Handle customer service inquiries by telephone and in person.
- ◆ Conduct safety seminars.
- ◆ Perform fire extinguisher training involving extinguishment of an actual, contained fire.
- ◆ Staff Milwaukee Fire Department education booths at events.
- ◆ Assist with evacuation planning of businesses and residences.
- ◆ Transport and set up the Mobile Survive Alive Unit at schools and other locations. (Requires driving a dual rear wheel pick-up and towing a 30+ foot trailer. Training will be provided.)
- ◆ Assist the F.O.C.U.S. Coordinator (Firefighters Out Creating Urban Safety).
- ◆ Perform blood pressure screenings for the general public.
- ◆ Perform other related duties as required.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

### MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Communications, Education, Public Relations, Fire Science or related field from an accredited college or university. *Copies of transcripts MUST be submitted with application or sent immediately to the attention of Mr. Tim Keeley at the address below.*

**Note: Equivalent combinations of experience and education may also be considered.**

2. Valid Wisconsin Driver's license at the time of appointment and throughout employment.
3. State of Wisconsin licensure at the First Responder level or above within 6 months of appointment and throughout employment.
4. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.

### DESIRABLE QUALIFICATIONS:

1. Two years of experience performing duties closely related to the essential functions above.
2. Emergency Medical Technician (EMT) license.
3. Experience serving the public in person or by telephone.
4. Fluency in Spanish or Hmong.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read, understand, and explain technical fire-related information.
- Public speaking, teaching and presentation skills.
- Ability to effectively relate to and communicate with diverse groups of individuals of all ages.
- Customer service skills.
- Analytical and organizational skills.
- Knowledge of Microsoft Word, Excel, PowerPoint, and ability to enter data in a database program.
- Strong written and oral communication skills.
- Ability to work in a team environment as well as independently.
- Ability to drive a dual rear wheel pick-up and tow a 30+ foot trailer (training will be provided).
- Ability to wear firefighter turnout gear that weighs approximately 50 pounds.
- Ability to lift and carry up to 30 pounds at one time.

**THE CURRENT PAY RANGE (530) IS:** \$41,495 - \$46,975 annually with excellent benefits. Recruitment is normally at the beginning of the pay range.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job. The examination will be held as soon as practical after **April 30, 2010**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination.

**ELIGIBLE LIST:** Candidates with passing scores are placed on an eligible list in order of final score. Candidates must pass a background investigation, medical examination and drug screen test prior to appointment from the eligible list. The eligible list will remain in effect for two years from the date of adoption or until exhausted, unless extended or rescinded by the Fire and Police Commission.

**APPLICATION MATERIALS** and further information may be obtained in person or by mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 East Wells Street, Milwaukee, WI 53202-3554, online at [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), or by calling (414) 286-3751.