

City of Rapid City

Job Description

Job Title	Fire Life and Safety Specialist		
Job Code:	FLSS	Bargaining Unit:	Non-Union
Pay Grade:	See Compensation Scale	Date Revised:	June 2023
FLSA Status:	Exempt		

General Summary: This position is responsible for developing, coordinating and directing risk reduction activities for the Rapid City Fire Department.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Determines Community Risk Reduction priorities, goals, objectives, and the subsequent strategies and methods, as well as resource allocation needs.
- Prepares and administers budget proposals and expenditure projections for the Community Risk Reduction activities, following the standards and guidelines of the Division Chief Fire and Life Safety/Fire Marshal.
- Assures training of community risk reduction educators, and establishes policies and procedures for the community risk reduction plan.
- Evaluates the effectiveness of community risk reduction programs by collecting and analyzing relevant data and statistics. Analyzes current and future community risk trends and adapts programs to meet challenges.
- Prepares comprehensive reports and documentation of all activities and efforts of the Community Risk Reduction program, so that educational strategies, goals, objectives, activities, impact, budgets, and outcomes are clearly described.
- Monitors the departments incident data base, for reporting accuracy and completeness; maintains appropriate files.
- Designs and develops course materials and/or lesson plans for programs of community risk reduction, oversee delivery of programs.
- Creates, leads, or participates in collaborative partnerships and coalitions of professionals involved in priority risk programs.
- Participates in the development and delivery of the Juvenile Fire Setter Intervention Program.

Qualifications:

Education and/or Experience:

Bachelor's degree from a four-year college or university and two (2) years related experience. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Certificates, Licenses, Registrations:

- Must obtain a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation and vibration. The noise level in the work environment is usually moderate and work can be performed indoors as well as in outdoor environments.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.