



CITY OF SPRINGDALE
Position Description

POSITION TITLE: Captain-Education Specialist

Exempt (Y/N): No

DEPARTMENT: Fire

DATE PREPARED: August, 2006

SUPERVISOR: Battalion Chief-Training

SUMMARY

The incumbent is responsible to serve as the Education Officer. Teach fire and life safety topics to the public as well as assist with training line Firefighters and EMT's.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Develop and implement life safety and fire education program to community.
2. Track activities and trends within the community relating to fire and life safety.
3. Deliver educational programs to the department.
4. Organize special events for fire department.
5. Respond to emergency incidents to act as Safety Officer, Paramedic, Firefighter, etc.
6. Utilize national trend to direct programs to our community.
7. Attend specialized training to enhance programs and personal FF/EMS skills.
8. Assist with department safety committee.
9. Perform other duties as required or assigned.

Budget Responsibility:

\$ N/A Annual dollars

Facilities and Equipment Responsibility:

\$ 20,000 Total value

EDUCATION AND EXPERIENCE

High school diploma or GED plus specialized training and/or additional college courses and five years of related experience and/or training; or equivalent combination of education and experience and a minimum of two years of management experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Arkansas Driver's License, Firefighter I & II, EMT, Public Fire and Life Safety Educator Level I.

INTERNAL COMMUNICATIONS

Regular contacts within the department and with other departments as needed.

EXTERNAL COMMUNICATIONS

Regular contacts with citizens and school administrators.

USE OF EQUIPMENT AND/OR COMPUTERS

Must be proficient in the use of a personal computer, Microsoft Office Suite and standard office equipment. Proficiency in the use of all firefighter and EMS equipment is required.

OTHER SKILLS AND ABILITIES

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

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 and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

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 functions of this job, the employee is occasionally exposed to wet/and or humid conditions, moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; works with explosives; risk of radiation; and risk of vibration.

The noise level in the work environment is usually moderate.