

**CITY OF STUART
JOB DESCRIPTION**

Title: COMMUNITY SAFETY COORDINATOR

Department: Fire Rescue

Job Code: 2122

Grade: S19

Exempt Status: Exempt

CHARACTERISTICS OF THE CLASS

Plans and implements comprehensive community safety protocol for the City regarding emergency management and fire inspection investigation. Will perform fieldwork in inspecting buildings and various installations for fire hazards and conducts investigations as to the cause and origin of fires. Directs the function of the City's emergency management program and maintains and coordinates the overall incident command for disaster response. Work is reviewed through conferences, reports, observations, and the success of programs and new procedures developed and implemented to achieve established goals.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Acts as City's liaison with other agencies in preparation and response to disaster and mitigation activities. This includes state and federal agencies (Department of Homeland Security/FEMA).
2. Develops and implements comprehensive emergency management plans in compliance with State and Federal rules and guidelines for both natural and man-made emergencies.
3. Directs the operation of the City's Emergency Operations Center (EOC) with Martin County and coordinates the overall incident command of major disaster events ensuring that the City is in compliance with all levels of government requirements regarding disaster planning and terrorism defense. This includes Local Mitigation Strategy planning, Comprehensive Emergency Management Plans, Continuity of Operations Plans, and Emergency Support Functions.

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4. Responsible for maintaining a current incident command system for disaster response; defines and assigns responsibilities throughout City organization for response to disaster.
5. Responsible for field enforcement of all local and state fire prevention laws and ordinances; inspects buildings and various installations for fire hazards.
6. Reviews plans for code compliance, conducts site inspections.
7. Based on state regulations, defines and explains fire codes to professional people such as contractors, architects and engineers.
8. Conducts investigations as to the cause and origin of fires.
9. Accountability for the daily activity of all inspections and statistical data; enters and maintains inspection and investigation data; submits reports on investigations and inspections to the Assistant Fire Chief and/or Fire Chief as required.
10. May be required to respond to sites of fires to determine cause and origin of fires.
11. Reviews and determines cause of alarm for false alarm billing.
12. Provides input in the preparation of the fire prevention budget. Identifies potential revenue sources, including grants.
13. Conducts fire prevention and public education demonstrations, such as; fire extinguisher use, fire exit drills, home safety inspections, and injury prevention; coordinates with Battalion Chiefs for fire prevention and public education demonstrations.
14. Completes grant research pertaining to fire prevention and public safety education.
15. Consults with Fire Chief on investigations, proposed building and development, changes thereof, changes in fire

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codes and legislative changes that may affect building and fire codes.

16. Coordinates pre-fire planning with Battalion Chiefs.
17. Directs and provides applications for Knox-box installation.
18. Manages EPCRA database and program compliance.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

Associates degree from an accredited college or university with major course work in Emergency Management, Public Safety, Public Administration or closely related field with a minimum of three years professional emergency planning experience; AND must maintain a current Florida Fire Safety Inspector I certification with thirty-six (36) months of progressively responsible experience in the field of fire code enforcement. An equivalent combination of experience as approved by the Fire Chief may be considered. Previous supervisory experience and fire suppression background preferred.

Must possess a valid Florida Drivers License.

B. Knowledge, Abilities and Skills:

Knowledge of applicable local and Standard Building Codes.

Knowledge of City and State laws, regulations, codes and ordinances governing building standards.

Knowledge of fire safety laws and effective inspection methods and techniques.

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Knowledge of fire hazards involved in various types of construction and in the storage of flammables, and explosives.

Knowledge of supervised fire alarm circuits, standpipe and fire sprinklers installations.

Knowledge of fire behavior.

Knowledge of modern cause and origin investigative practices and procedures.

Knowledge of modern fire fighting principles, practices, and procedures.

Ability to apply fire safety codes and ordinances and to enforce all regulations tactfully, firmly and impartially.

Ability to work from prints, plans, and specifications.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to compile and submit clear and concise reports as required.

Ability to work with data entry and spreadsheets by using current software programs such as Excel, and Pentamation.

High level of oral and written communication ability.

D. Environmental Requirements:

Task requires that work be performed in adverse environmental conditions, close quarters or limited space areas and possible hazardous conditions including: chemicals, smoke, heat, gases, moving vehicles, falling structures and debris, electricity, poor ventilation, poor lighting, and related hazards. Must be able to perform work in heavy and cumbersome personal protective equipment for extended periods. Environment may also include a biohazardous threat, which necessitates the use of proper infectious disease control measures, etc.

E. Sensory Requirements:

Task requires color perception and discrimination.

Task requires sound perception and discrimination.

Task requires odor perception and discrimination.

Task requires depth perception and discrimination.

Task requires texture perception and discrimination.

Task requires visual perception and discrimination.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Fire Chief

Received By: _____ Date: _____
Employee