



# Gates Fire District



2355 Chili Avenue Rochester, New York 14624

Phone 585-426-2720 Fax 585-426-7444

[www.GatesFD.org](http://www.GatesFD.org)

*Serving Territory in the Towns of Gates and Chili, N.Y.*

**Thursday, July 12, 2007**

## **Gates Fire District Seeking Fire Prevention Program Coordinator**

The Gates Fire District is seeking an individual to fill the position of Fire Prevention Program Coordinator. This full-time coordinator will have the overall responsibility to ensure the Gates Fire District provides appropriate fire prevention, fire education and fire safety services to the local community as well as perform all other duties as assigned by the Fire Chief.

*Job Description attached*

*Interested candidates should submit their resume  
No later than 12pm (noon) on Friday, July 20, 2007 to:*

*District Secretary  
Gates Fire District  
2355 Chili Avenue  
Gates, New York 14624*



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## Gates Fire District Fire Prevention Program Coordinator Full-Time

### Job Description

#### **Position Outline:**

This full time individual will have the overall responsibility to ensure that the Gates Fire District provides appropriate fire prevention, fire education and fire safety services to the local community. This person will coordinate and arrange community outreach programs with the various businesses, organization and fire service personnel with in the community. This person will perform all other duties as assigned by the Fire Chief. This person will report directly to the Fire Chief.

#### **Specific Responsibilities:**

##### A. Fire Service Personnel Management and Coordination

- Oversees the implementation and fulfillment of numerous fire prevention details on a weekly basis.
- Provides guidance and direction to fire service personnel to ensure proper coverage of all fire education and prevention programs in a timely and professional manner
- Acts as information resource to the community with questions regarding fire safety, fire prevention and fire education.
- Coordination the home smoke detector / carbon monoxide installation program.
- Plan and coordinate all fire extinguisher demonstration/training to numerous businesses through out the fire district.
- Acts as a resource to the Line Officers in developing programs, protocols, policies, and problem solving of community specific fire safety and fire prevention issues.
- Attends meeting and conferences as deemed necessary to meet the specific fire safety needs of the community.
- Develops training outlines and program operating budgets in conjunction with fire prevention activities.
- Maintains fire prevention library and inventory control of fire prevention literature and supplies.

- Coordinate information pertinent to fire safety and education issues through utilization of the fire department web site.
- Responds to requests from various community organizations as deemed necessary
- Analyzes collected data and generates reports for use by the Gates Fire District and other agencies as appropriate.
- Partners with area schools to deliver fire prevention and fire safety curriculum to students.
- Coordinate and maintain commercial pre-fire plans for local businesses in the Gates Fire District
- Maintain and administer the current fire mapping system utilizing current GIS software.

#### B. Training:

- Oversees, coordinates and attends continuing education programs sponsored by the NYS Office of Fire Prevention and Control (OFPC) and the United States Fire Administration (USFA).
- Oversees, develops and instructs train-the-trainer courses to in-service firefighters relating to the needs of a diverse fire safe community.

#### C. Minimum Qualifications:

- Graduate from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates Degree in public administration, fire protection technology, educational instruction or equivalent is preferred.
- Six years of fire service experience or its part-time equivalent which must have included at least two years of experience in a fire department as a fire prevention officer or program coordinator.
- Excellent written and verbal communications skills are required.
- Capability to develop, write and deliver effective programs to numerous community organizations.
- Relevant experience in management or supervision is preferred
- Proficiency in Microsoft Word, Power Point, and Excel is required
- Must possess and maintain a valid New York State driver license without restrictions or conditions.
- Candidate must also possess and maintain a valid New York State Certified First Responder (CFR) status or higher.

#### D. Compensation:

- Salary range \$25,000 – \$29,000  
Wages commensurate with qualifications
- Excellent fringe benefit package:  
Vacation, healthcare, paid holidays