

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**

Fire Safety Educator

**SERIES NO.:**

2654

**MAJOR AGENCIES:**

Commerce Only

**EFFECTIVE DATE:**

01/09/2005

**SERIES PURPOSE:**

The purpose of the fire safety educator occupation is to promote fire safety education for the citizens of Ohio.

At the lowest levels, incumbents train citizens in fire safety. At the second level, incumbents train citizens in fire safety & also prepare & present training at Ohio Fire Training Academy & train trainers to present fire safety education & skill instructional programs.

At the top levels, incumbents act as supervisor or bureau chief.

Note: this classification series is reserved for use by Ohio Department of Commerce only.

**CLASS TITLE**

Fire Safety Educator 1

**CLASS NUMBER**

26541

**PAY RANGE**

28

**EFFECTIVE**

03/26/1990

**CLASS CONCEPT:**

The developmental level class works under general supervision & requires working knowledge of fire safety & prevention in order to present fire safety education programs & promote fire prevention.

**CLASS TITLE**

Fire Safety Educator 2

**CLASS NUMBER**

26542

**PAY RANGE**

30

**EFFECTIVE**

03/26/1990

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of fire safety & prevention in order to present fire safety education programs to Ohio citizens, prepare & present courses at Ohio Fire Training Academy, train trainers to present fire safety education & skill instructional programs & provide training for fire incident reporting system & public safety vehicle decal program.

**CLASS TITLE**

Fire Safety Educator Supervisor

**CLASS NUMBER**

26545

**PAY RANGE**

12

**EFFECTIVE**

01/10/1999

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires thorough knowledge of fire safety education & fire prevention in order to supervise fire safety educators & act as chief in absence of Fire Prevention Bureau Chief, 26549.

**CLASS TITLE**

Fire Prevention Bureau Chief

**CLASS NUMBER**

26549

**PAY RANGE**

14

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The managerial level class works under administrative direction & requires advanced knowledge of fire safety & fire prevention & statutes pertaining to fires in order to plan, direct & coordinate all activities of fire prevention bureau, to supervise fire safety educator supervisors & to direct operation of Ohio fire incident reporting system.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Fire Safety Educator 1	26541	14	03/26/1990	28

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Prepares & presents fire safety education programs, promotes fire prevention & safety to Ohio citizens in various forums (e.g., schools, nursing homes, hospitals, scout troops, civic groups, senior citizens groups & contacts local fire departments to assist in planning programs & preparing materials & teaching aids & staffs fire safety displays at public gatherings.

Assists local fire departments with fire incident reporting system; provides field support for public safety vehicle decal program & volunteer fire fighters' dependents fund; keeps current of changes in fire safety & fire prevention field through continuing education &/or in-service training.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of statutes & state level safety codes pertaining to fire prevention bureau activities & programs\*; public relations or public speaking; fire safety practices. Skill in operation of audio-visual equipment\*. Ability to prepare & deliver educational programs & skill training sessions to adults & children; cooperate with local officials, coworkers & representatives of civic organizations.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate degree program core coursework in fire science; 6 mos. exp. in presentation of educational programs to adults & children; valid driver's license.

-Or 2 yrs. trg. or 2 yrs. exp. in firefighting, fire prevention or fire safety education; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; may work flexible hours.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Fire Safety Educator 2	26542	14	03/26/1990	30

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Prepares & teaches courses at Ohio Fire Training Academy, assists with providing in-service training for bureau, provides training for fire incident reporting system & decals for public safety vehicles & prepares & teaches train-the-trainer classes.

Prepares & presents fire safety education programs & promotes public awareness of fire prevention & safety to Ohio citizens in various forums (e.g., schools, civic groups, group homes, hospitals & other health care facilities, hotels, restaurants, via radio or television); staffs fire safety displays at various public gatherings.

Meets with various other state & local government officials & representatives of private sector on fire safety matters; provides field support for public safety vehicle decal program & volunteer fire fighters' dependents fund.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of statutes & state level safety codes as they pertain to fire prevention bureau activities & programs\*; fire safety practices; public relations or public speaking. Skill in use of audio-visual equipment\*. Ability to prepare & present educational programs & skill training sessions to adults & children; train others to present fire safety education programs; cooperate with local officials, co-workers & representatives of civic organizations.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. exp. as Fire Safety Educator 1, 26541; valid driver's license.

-Or 3 yrs. trg. or 3 yrs. exp. in firefighting, fire prevention or fire safety education; valid driver's license.

-Or completion of associate degree program in fire science; 18 mos. exp. in presentation of educational programs to adults & children; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; may work flexible hours.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Fire Safety Educator Supervisor	26545	EX	01/10/1999	12

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Acts for chief deputy fire marshal, supervising bureau staff as well as supervising fire safety educators, analyzes & evaluates policies & procedures concerning responsibilities for fire prevention bureau, transmits decisions & directives, conducts interviews & recommends candidates for employment, conducts staff meetings to discuss execute policies & procedures, manages statewide juvenile fire setter intervention program by training mental health & juvenile justice professionals & acts as chief in absence of chief deputy fire marshal.

Researches & responds to inquiries, provides information to public officials, makes personal contact with bureau personnel & customers to ensure consistency & serves as consultant in establishment of community-based fire setter intervention & treatment programs.

Operates motor vehicle in order to conduct field audits of million-dollar grant programs (e.g., reviews grant applications; letters of agreement & invoices; contacts fire officials to ensure compliance to regulations of grants).

Prepares course material, lesson plans, documents, correspondence, directives & publications; maintains quality control & accountability for bureau staff by observing fire safety education programs; reviews customer evaluations forms.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervisory principles/techniques; statutes & state level safety codes pertaining to fire prevention bureau activities & programs\*; fire safety practices; public relations. Skill in operation of personal computer; motor vehicle. Ability to develop & present educational materials & campaigns for specialized audiences & general public; gather, collate & classify information about data, people or things; establish friendly atmosphere as supervisor; handle routine contacts with & inquiries from other government officials & representatives of civic organizations.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. exp. as Fire Safety Educator 2, 26542; valid driver's license.

-Or 4 yrs. trg. or 4 yrs. exp. in firefighting, fire prevention or fire safety education; valid driver's license.

-Or completion of associate degree program in fire science; 24 mos. exp. in presentation of educational programs to adults & children; valid driver's license.

-Or completion of undergraduate core program in education; 6 mos. exp. in fire prevention or fire safety education; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel; may work flexible hours.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Fire Prevention Bureau Chief	26549	EX	01/09/2005	14

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Plans, directs & coordinates public fire safety education programs for division of State Fire Marshal, supervises fire safety education supervisors, approves or develops individual fire prevention activities or programs, assigns, monitors & evaluates fire safety education projects, establishes goals & priorities for fire safety education programs, monitors budgetary process, initiates purchase requests, approves payroll & directs operation of Ohio fire incident reporting system.

Establishes policies & procedures for operation of & administers volunteer firefighters dependency fund & public safety vehicle decal program to ensure compliance with applicable statutes & rules.

Handles public relations activities (e.g., answers calls from news media; coordinates media campaigns; researches & gathers data for media; prepares & delivers speeches; contributes material to various publications; provides information to public & government officials about bureau programs); interprets & explains statutes, rules & policies governing operations of bureau & related to firefighting & fire departments; represents division in contacts with public officials.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of management\*; supervisory principles/techniques; statutes concerning volunteer firefighters dependency fund & public safety decal program\*; fire safety practices; public relations or public speaking. Ability to deal with large number of variables & determine specific course of action; direct educational & skills instructional programs for adults & children; gather, collate & classify information about data, people or things; establish friendly atmosphere as bureau chief, handle routine contacts with & inquiries from other government officials, general public & representatives of civic organizations.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. exp. as Fire Safety Educator Supervisor, 26545.

-Or 4 yrs. trg. or 4 yrs. exp. in firefighting, fire prevention or fire safety education; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques.

-Or completion of associate degree program core coursework in fire science; 24 mos. exp. in firefighting, fire safety education or fire prevention; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques.

-Or completion of undergraduate core program in education; 12 mos. trg. or 12 mos. exp. in fire safety education or fire prevention; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May require travel.