



CITY OF URBANA
Human Resources Division

FIRE PREVENTION AND EDUCATION OFFICER

JOB DESCRIPTION

Department:	Fire	Division:	Community Risk Reduction
Work Location:	Urbana Fire Department	Percent Time:	Full-time (100%)
Job Type:	Civil Service	FLSA Status:	Non-Exempt
Reports To:	Deputy Fire Chief (CRR)	Union:	Non-union

JOB SUMMARY

Under general direction, the Fire Prevention and Education Officer position is primarily responsible for code enforcement and field operations of the Community Risk Reduction (CRR) Division. Responsibilities include conducting code enforcement inspections, coordinating public safety education, fire prevention activities, and CRR program functions and projects as assigned. This position is responsible for enforcement and education activities pertaining to the entire Urbana community, with jurisdictional focus on either the City of Urbana or the University of Illinois campus, as assigned by the Deputy Fire Chief of CRR.

ESSENTIAL FUNCTIONS

- Actively supports and upholds the City's mission and values.
- Performs fire and life safety code inspections in City and University of Illinois commercial and residential buildings; enforces fire and life safety codes for City properties and reports code violations for the University of Illinois properties to appropriate University staff.
- Reviews building plans to assure compliance with building and fire codes and provides recommendations to the University of Illinois on fire suppression and detection systems, as well as operational concerns relating to the delivery of fire and emergency services on the UIUC campus.
- Liaises with property owners to provide information and education on fire safety risk mitigation; provides guidance to motivate compliance with fire code regulations; reports or escalates repeated non-compliance and complex safety issues as required.
- Coordinates and presents public fire and life safety prevention programs with various agencies to ensure the most effective use of community resources.

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- Responds to and resolves citizen complaints of alleged code violations or hazards.
- Prepares and presents reports on various public safety issues related to areas of responsibility to community stakeholders, City staff, and members of the public as assigned or required.
- Issues fire prevention permits as required by fire code.
- Prepares fire safety announcements for media; works closely with City of Urbana or University of Illinois staff to promote fire safety activities and awareness.
- Assists in coordinating activities of staff during public information, education, and community relations programs and events related to CRR.
- Assists in coordinating operational analysis of data and program evaluation on services, programs, and projects assigned to the CRR Division, including but not limited to fire prevention, and public safety education.
- Assists in coordinating the Public Safety Education and Fire Prevention programs with numerous other agencies, including but not limited to the University of Illinois and the City of Champaign.
- Provides input and makes recommendations for long-range risk reduction planning to establish future departmental and division needs.
- Presents and facilitates fire safety classes and workshops for various school and community groups.
- Identifies and tracks CRR trends, developments, and public education needs and opportunities in the area of fire service risk reduction; develops applicable education programs and materials or makes recommendations as required.
- Trains fire department staff in fire code, public education, public information dissemination, and community relations programs, activities, requirements, and best practices.
- Disseminates information concerning special fire department events and other departmental operations to the department, the community, and other agencies.
- Prepares lists of pre-incident plans, Knox Box information, and walkthroughs for City and campus buildings.
- Completes department assigned training.
- Performs other related duties as assigned.

JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of a high school diploma or G.E.D equivalent.
- A minimum of two (2) years of professional experience in fire code enforcement, fire prevention, public safety, and/or commercial building inspection, or comparable related experience. Professional experience refers to full-time, paid employment.
- Preferred qualifications:
 - At least five (5) or more years of professional experience coordinating or facilitating fire service Community Risk Reduction programs or activities, to include fire code enforcement, public education, and/or fire prevention activities.
 - An associate's degree in fire science, fire protection technology, or a related field from an accredited college or university.
 - State of Illinois certification as Basic Fire Prevention Officer.

Knowledge and skills:

- Knowledge of laws, codes, regulations, and ordinances related to fire prevention and inspection of property.
- Knowledge of hazardous materials.
- Knowledge of principles and best practices in fire and life safety prevention and public education.
- Proficiency with Microsoft Office software and familiarity with industry-related software including but not limited to records management software, pre-incident planning software, or the ability to learn.
- Excellent oral and written communication skills.
- Outstanding customer service skills.

Ability to

- Prepare work analyses and technical reports, including but not limited to inspection reports.
- Prioritize and schedule a variety of activities and tasks as assigned.

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- Identify fire and life safety hazards.
- Provide and maintain organized records of inspections and reports.
- Develop and deliver training and instructional materials and present them to department personnel and the general public.
- Review and inspect fire suppression and fire alarm systems.
- Communicate tactfully and professionally with staff, public officials, media, and the general public and to present ideas clearly and concisely in oral and written form to a wide variety of audiences.
- Interact courteously and effectively with the public, contractors, architects, engineers, and other City personnel and government agencies regarding the enforcement of building construction codes and ordinances.
- Remain calm under pressure and during stressful interaction.
- Maintain security of confidential information.

Licenses, certifications, and memberships required

- Must possess and maintain a valid State of Illinois driver's license within fifteen (15) days of hire and have a safe driving record.
- Must possess and maintain State of Illinois Fire Inspector I certification, NFPA 1030 Fire Inspector, IFSAC Fire Inspector I, ProBoard Fire Inspector I, or International Code Council Fire Inspector I certification.
- First Aid/CPR certification.
- Must possess or acquire within two years of hire and maintain:
 - State of Illinois certification as Fire Inspector II, NFPA 1030 Fire Inspector, IFSAC Fire Inspector II, Pro Board Fire Inspector II, or International Code Council Fire Inspector II certification.
 - State of Illinois certification as Public Fire and Life Safety Educator I, IFSAC Public Fire and Life Safety Educator I, or ProBoard Public Fire and Life Safety Educator I.

Contacts: Internal/External

- Frequent contact with the public, City and University of Illinois staff and officials, and other public safety agencies.
- Occasional contact with media.

Special requirements

- Hazardous situations may be encountered in the performance of work.
- Must be able to work occasional evenings and weekends.

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Supervision received

- Works under the direction of the Deputy Fire Chief of CRR; develops procedures for performance of a variety of duties; or performs complex duties within established policy guidelines.

Level and complexity of supervision exercised

- This position is not responsible for supervising any staff positions.

Security Level

- Level LIC: essential functions require the employee to possess a license, credential or other certification in order to meet minimum job qualifications and/or to qualify for continued employment in a particular occupation or position.
- Level MVR: essential functions require frequent use of City vehicles.
- Level PII: essential functions require access to and responsibility for detailed personally identifiable information (PII) that is protected, personal, or sensitive AND/OR access to and responsibility for information related to the City's finances.

Physical Demands and Working Conditions

Physical Demands: vision requires the ability to see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress; hearing requires ability in the normal audio range with or without correction. Must be able to keep or regain body balance in unstable positions. The work environment involves potential high risk and/or stress due to exposure to dangerous situations, hazardous materials, and/or unusual environmental stress from working in high-risk situations and/or high noise levels, poor ventilation, and/or extremes of heat or cold. Protective gear and/or special equipment is occasionally required. Work requires sitting and standing for long periods, walking, bending, stooping, kneeling, crouching, and reaching. May require occasional lifting of objects weighing up to 50 pounds.

Working Conditions: Standard office setting and frequent visits to inspection sites; frequent work within private residences, businesses, and private institutions (hospitals, etc.); occasional work in buildings with unsound structural systems; frequent work in cramped spaces such as basements and crawlspaces; occasional work on ladders & roofs; occasional work requiring walking on uneven surfaces and/or exposed beams of buildings. occasional evening and evening or weekend work may be necessary. Possibility of exposure to toxins (fumes, gases, asbestos, etc.) exists. Possibility of contact with electrical hazards. Work environment could include small, cramped areas such as ceiling crawl spaces, closets, etc. and could require climbing ladders or steps to reach work areas and working at heights greater than ten feet.

The physical demands and work environment characteristics described herein 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.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Class Specification History

City of Urbana

General revision: 7/29/26

General revision: 11/29/2023

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General revision: 3/19/2020

General revision: 1/12/2012

For HR/Finance Use

Job Class Code	Pay Grade 111
EEO Category	LVL

