



City of Kansas City, Missouri Job Class Specification

Job Title: FIRE EDUCATION SPECIALIST **Department:** FIRE
Job Code: 3018 **Status:** NONEXEMPT **Grade:** F-14

Summary This position will be responsible for educating citizens of Kansas City, Missouri in all aspects of fire and life safety. Work involves extensive outdoor activities and will require numerous public appearances. Involved in the coordination and delivery of educational programs to learning institutes. Responsible for the writing and delivering of speeches involving fire safety and information.

Duties and Responsibilities

- Teaches the Learn Not To Burn program.
- Attends Safety Council meetings.
- Responsible for scheduling classes.
- Demonstrates the Fire Safety House.
- Makes numerous public appearances.
- Responsible for developing new avenues to spread safety messages to the public.
- Implements the Juvenile Fire Setters program.
- Performs related duties as required.

Technical Skills Working knowledge of:
Motivational techniques
Teaching techniques used for young children
Ability to make presentations to large groups
Ability to write and deliver speeches

Ability to:
Express oneself clearly and concisely, orally, and in writing
This position will be responsible for implementing the Kansas City Fire Department's new fire educational initiative (Fire safety house, Learn Not to Burn, Juvenile Fire Setters Program).

Education and Experience Accredited Bachelor's Degree in Education
OR
Four (4) years of conducting a fire education program
OR
Two (2) years experience performing duties related to fire prevention, fire investigation, and/or fire safety education with the Kansas City Fire Department or other comparable Fire Department

Certificates/ Licenses/Special Requirements	▪ Must pass a background check as prescribed by the City. ▪ Must pass a physical examination as prescribed by the City of Kansas City ▪ Must be 21 years of age at time of appointment
Supervisory Responsibility	▪ Must attain Fire and Life Safety Educator I certification within (60) days of employment.
Supervision Received	None. Work is performed under the supervision of the Division Chief over investigations.
	Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.
Created	
Revised	9/06 08/2023 04/2024