

## **JOB DESCRIPTION**

### **DEPARTMENT FIRE PREVENTION OFFICER**

Shall report directly to the Chief  
Shall be selected by the Chief  
Shall be a Staff Position

Shall direct and be responsible for programs of fire prevention involving building inspections, education and promotion of fire prevention practices.

#### **INSPECTIONS**

Shall inspect various buildings within the Department boundaries as directed by the Chief.

#### **FIRE PREVENTION**

Shall provide educational programs to the local elementary schools.  
Shall plan and coordinate fire drill activities with the local schools.  
Shall be involved in other educational programs throughout the community as they arise.

#### **QUALIFICATIONS**

Shall have good communication skills.