



Code: 8714
Family: Public Safety
Service: Public Safety
Group: Fire Service
Series: Firefighting

CLASS TITLE: COORDINATOR OF FIRE AWARENESS

CHARACTERISTICS OF THE CLASS

Under direction, designs, develops, and directs the implementation of public education programs for the promotion of fire awareness, prevention, and safety; and performs related duties as required.

ESSENTIAL DUTIES

- Serves as Commanding Officer of the Public Education Division
- Develops and coordinates Fire Safety & Life Safety courses and the certification process for high rise fire safety director as well as injury and hazard prevention provided to interested city residents and high-rise building property managers and their designees
- Develops fire safety awareness, injury and hazard prevention instructional modules and ensures the training of uniformed staff providing community outreach services
- Plans and implements the community outreach service programs educating residents on matters of fire safety awareness, injury, and hazard prevention to Chicago residents
- Procures or oversees the preparation of equipment for presentations; prepares publicity and promotional materials to increase public awareness of fire education programs
- Schedules fire education presentations for community groups, civic organizations, and schools
- Monitors the Public Education program verifying that staff secure and maintain appropriate training certifications
- Plans, directs, and participates in the development and preparation of news articles, press releases, pamphlets, displays, and other materials to promote new programs in conjunction with the Director of Media Affairs
- Prepares reports and maintains records of department activities as necessary
- Oversees staff training and the delivery of interventionist counseling and referral services for juveniles suspected of setting fires
- Prepares the division's budget
- Plans, directs, and participates in the development and preparation of events in conjunction with the Coordinator of Special Events
- Serves at Department liaison to the Survive Alive House Foundation, Fire Marshall's Advisory Committee, NFPA, IFSA, and other organizations as assigned by the Fire Commissioner
- Serves as the on-call Media Affairs Officer on a rotating basis
- Serves as grant administrator for Public Education grants (i.e., FEMA Grants etc.)

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Career Service status as a uniformed member of the Chicago Fire Department is required
- Nine (9) years of work experience in the development of public information or public education

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programs, of which two (2) years are in a supervisory role related to the responsibilities of the position, **OR**

- Graduation from an accredited college with an Associate's degree in Communications, Journalism, English or a directly related field, plus seven (7) years of work experience in the development of public information or public education programs, of which two (2) years are in a supervisory role related to the responsibilities of the position, **OR**
- Graduation from an accredited college or university with a Bachelor's degree in Communications, Journalism, English or a directly related field, plus five (5) years of work experience in the development of public information or public education programs, of which two (2) years are in a supervisory role related to the responsibilities of the position, **OR**
- Graduation from an accredited college or university with a Master's degree or higher in Communications, Journalism, English or a directly related field, plus four (4) years of work experience in the development of public information or public education programs, of which two (2) years are in a supervisory role related to the responsibilities of the position

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Fire Instructor I or Lead Instructor certification is required

WORKING CONDITIONS

- General office environment
- Hazardous conditions
- Extreme heat
- Public safety work environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier)
- Personal computers and related equipment
- Firefighting personal protection and related equipment
- Two-way radios

PHYSICAL REQUIREMENTS

- Stressful and physically demanding environment
- Strenuous firefighting work requiring physical strength, coordination, endurance, flexibility and use of specialty equipment and protective gear

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Comprehensive knowledge of:

- *methods and practices employed in planning, developing, implementing and monitoring community service and public education programs
- *development and content of public information programs aimed at promoting fire awareness, prevention and safety.
- *methods and techniques used in gathering, preparing and disseminating information to the media and the public.
- current departmental programs, rules, regulations, policies, and procedures

Considerable knowledge of:

- *community service and public education programs
- strategies used to analyze and respond to community problems
- Fire Department protocols for responding to large scale crisis and emergency situations

Some knowledge of:

- departmental programs, services, policies, and procedures
- *Chicago fire codes and ordinances, especially those pertaining to high rise buildings, smoke detectors and CO detectors
- *high rise safety and evacuation procedures, including the roles of Fire Safety Director and any/all building safety team rolls in commercial and residential structures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- INSTRUCTING - Teach others how to do something
- NEGOTIATION – Bring others together and trying to reconcile differences
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- *COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- *WRITE - Communicate information and ideas in writing so others will understand problems to produce answers that make sense
- REASON TO SOLVE PROBLEMS - Apply general rules to specific
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- *SPEAK - Communicate information and ideas in speaking so others will understand
- *COMPREHEND WRITTEN INFORMATION - Read and understand information ideas presented in writing

Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges
 - ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
October, 2022; June, 2025