



Travis County Emergency Services District No 5
Manchaca Fire/Rescue
P.O. Box 1239 - Manchaca, Texas 78652
Administration: (512) 282 – 7057



POSITION DESCRIPTION

Class Title: Community Risk Reduction Officer

Department: Manchaca Fire/Rescue

Division: Prevention

FLSA Status: Exempt

Date: April 1, 2024

Salary: \$105,000-\$115,000

GENERAL PURPOSE

The Community Risk Reduction Officer is responsible for performing a wide variety of all fire prevention activities, performing safety/fire code inspections, coordinating and participating in fire pre-plans, coordinating/conducting CPR, First Aid, AED Classes for the community, assisting with the development and coordination of Firewise communities, identifying wildland urban interface problems, identifying and planning for new businesses, subdivisions and growth and be a central point of contact for community related events including FD events, public outreach, etc. Work is performed under the general supervision of the Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Duties listed below are intended only as an illustration of 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 class.

Serve as primary point of contact for prevention and public education including: prioritizing and assigning work, and training personnel on work methods and procedures.

Conduct inspections of a more complex nature on construction sites and existing occupancies to ensure compliance with applicable Federal, State, and local fire codes.

Review plans, blueprints, equipment, standards, chemical inventories, and processes, to ensure compliance with safety requirements.

Review, evaluate, process, and maintain a variety of files related to fire prevention activities. Completes data input and analysis of a variety of information related to fire prevention and occupancies. Prepares reports related to fire prevention activities.

Research, prepare, and issue fire and life safety notices, permits, and correction letters that outline compliance issues

and deficiencies.

Work and interact with the Travis County Fire Marshals' Office on a regular basis regarding new developments, pending submissions, ongoing inspections.

Assist the public and other employees with technical inquiries related to plan review, hazardous materials, and/or inspections.

Attend a variety of continuing education classes, seminars, and/or meetings in an effort to remain current on applicable codes, regulations, policies, and procedures. Develop and conduct public outreach and training sessions for various customers and audiences.

Participate in a variety of special projects.

Facilitate and coordinates life and fire safety training classes to schools, businesses, homeowner associations, and other related community groups, which includes: fire extinguisher use, home inspections and fire safety drills, disaster preparedness, and/or other related programs.

Develops lesson plans, schedules, audiovisual tools, and handouts.

Prepares and disseminates information to the public related to fire safety education.

Prepares reports, develops new programs, and assists with budgets and planning.

Creates and presents a variety of audiovisual training aids.

Writes press releases, educational materials, public service announcements, and/or other related public information correspondence.

May assist with some public information (media) contacts in the absence of, or at the direction of, the Fire Chief. Work with other area ESD PIOs on the development and dissemination of information.

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Review plans and fuel modeling reports, and conduct inspections for fire protection in wildland interface areas;

Read and interpret building plans and blueprints, specifications, and construction codes to ensure compliance;

Verify that construction and fire protection systems are installed in buildings per approved plans;

Assess alternative means and methods for accomplishing the intent of codes.

Perform inspections at special events to ensure compliance with applicable codes;

Conduct the more complex annual fire prevention inspections in the jurisdiction;

Investigate public and referred agency complaints which involve immediate attention and resolution of issues

ENTRY LEVEL MINIMUM QUALIFICATIONS

Associate's Degree in Fire Technology, Education, Safety or related field, and four years of progressively responsible experience related to fire prevention, and related safety education experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Must be of good moral character and of temperate and industrious habits;

A high school diploma or GED;

Must be 21 years of age at time of position offer;

Must be able to read and write the English language;

Must be a U.S. citizen or legally eligible to work in the USA;

Minimum 5 years experience in a equivalent role to the position

Texas Commission on Fire Protection Basic Firefighter

Texas Commission on Fire Protection Advanced Fire Inspector

Texas Commission on Fire Protection Fire and Life Safety Educator

Texas Commission on Fire Protection Instructor II

Texas Commission on Fire Protection Fire Officer I

Texas Department of State Health Services EMT-B or higher;

Must possess a current Healthcare provider level CPR card;

Possession of a valid Class B Exempt Texas Driver's License.

Please contact admin@tcesd5.org with a letter of interest and resume if interested in applying for this position.