



Job Title	Fire Prevention Compliance Coordinator	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	4	Job Code	18229

Class Specification – Fire Prevention Compliance Coordinator

Summary Statement:	
<p>The purpose of this position is to perform administrative and technical duties that support the Colorado Springs Fire Department Fire Marshal and the Division of the Fire Marshal. This is accomplished by providing administrative support, paraprofessional expertise, and institutional knowledge pertaining to city code, fire code, state statutes, policies, and procedures.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Administrative and accounting duties; management of calendar activities including meetings, appointments, and events; scheduling meetings and coordinating activities with department personnel, City of Colorado Springs divisions, the public, and outside agencies. Coordinate travel arrangements; and compose, edit, proofread correspondence of a legal, technical, or confidential in nature. Attend meetings, compile notes, minutes, and follow-up items.
20%	Technical Writing/Policy Review: Regular monitoring of compliance audits specific to city code, fire code, state statutes, policies, procedures, acts, and rules and regulations regarding Fire Board of Appeals, Public Safety Sales and Use Tax Committee (PSST), and Division of the Fire Marshal's revenue. Build and update compliance manual for all of DFM to ensure DFM is following correct and current guidelines. Develop, edit, amend, and manage technical documents such as: administrative rulings, manuals, guidance documents, reports, white papers, policies, etc. Assisting in code, policy, and procedure review, development, and maintenance. Assist in code, policy, and procedure review, including development and maintenance of these documents. Compile and analyze data and notable information from Division of the Fire Marshal's seven sections into monthly and annual reports.
20%	Training: In collaboration with OEM coordinator, is the documentation group leader of the unit of Emergency Operations Center and Incident Management System, upon activation or event planning meetings, and during Event Action Plans (EAP's) during large scale events that deviate from typical Incident Command Systems (ICS) model



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	in support of external government branches and external organizations. Creates Incident Action Plan (IAP) within the WebEOC program and serves as WebEOC IAP program developer, including liaison with City IT and WebEOC designers. Develop and conduct division trainings for other City Incident Command System documentation unit leaders, including City employees and community members who stand up the EOC. Develop and maintain user's guide.
20%	Planning and Community Partner Development: Oversight and management of Fire Board of Appeal members' terms and positions. Work with City Council personnel to fill vacancies. Monitor Public Safety Sales Tax Commission members' terms and districts, and communicate/collaborate with City Council personnel to fill vacancies; manage distribution lists, draWedit agendas; coordinate meetings, and distribute information.

Competencies Required:	
Human Collaboration Skills:	Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Reading:	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math:	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing:	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:	
Standardized Skill Requirements:	Work requires the use of standard technical skills appropriate to the work environment of the organization.



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to completion of the twelfth grade (high school diploma or GED) supplemented by additional specialized training in secretarial sciences, accounting, or other related field.

Experience: Three years of full-time administrative, secretarial, and/or clerical accounting experience.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:
Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:
Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:
The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department.

Physical Demands:
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
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Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: June 2018