CIMARRON HILLS FIRE PROTECTION DISTRICT
POSITION DESCRIPTION

POSITION TITLE: Community Risk Reduction Specialist
POSITION STATUS: Full-time Paid; "At-Will"
FLSA CLASSIFICATION: Non-Exempt
REPORTS TO: Division Chief of Fire and Life Safety (Fire Marshal)

POSITION DESCRIPTION EFFECTIVE DATE: March 9, 2026

This position description is established by the Cimarron Hills Fire Protection District ("District") to outline the basic requirements, duties, and general responsibilities of the Community Risk Reduction Specialist position. Traditionally works a 40-hour workweek. Overtime and scheduling flexibility may occur.

This position is "at-will," which means the Fire District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal, State, and local law. Similarly, the employee may terminate the employment relationship for no reason at any time.

SUMMARY OF POSITION:

The Cimarron Hills Community Risk Reduction Specialist (CRR Specialist) works within the Division of Fire and Life Safety. The CRR Specialist is primarily responsible for planning, preparing, and presenting instructional programs intended to reduce community risk; educate and inform the public to increase fire and life safety; and minimize traumatic injuries.

REPORTING RELATIONSHIP:

The CRR Specialist works under the direct supervision and guidance of the Division Chief of Fire and Life Safety (Fire Marshal). The CRR Specialist has no regular supervisory duties.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Schedule and deliver age and audience appropriate education programs and curriculum designed to establish and reinforce fire and life safety practices and to promote risk reduction.
2. Respond to questions from the public regarding fire and life safety with applicable facts and recommended risk reduction practices.
3. Administer various methods of evaluation to determine effectiveness of instructional and risk reduction programs.
4. Coordinate and deliver fire and life safety educational programs with pre-kindergarten, elementary, middle, and high schools.
5. Present fire and life safety programs to private and public groups, including educational institutions, civic and religious groups, senior audiences, and other special interest groups. Coordinate and deliver these programs in a manner that effectively addresses the diverse needs of community members and groups.
6. Coordinate, schedule, and support fire and life safety and community risk reduction education activities with the Operations Division and other district personnel.

7. Prepare fire safety and community risk reduction materials for utilization by district personnel.
8. Respond to inquiries, reports, or referrals regarding juveniles engaged in firesetting activities. Schedule and conduct assessments/interviews with juvenile firesetter assessment/interview results.
9. May serve as a designated public information officer at the direction of the fire chief.
10. Proactively market the district as a public service organization and provide information to the citizens about the district's role, actions, and accomplishments.
11. Maintain a current understanding of innovative approaches to community health, wellness, safety, and preparedness.
12. Act as a liaison with community partners, various departments of municipalities and the county, law enforcement agencies, and other fire departments/districts.
13. Attend regular training sessions to learn, refresh and practice fire prevention, inspection, and code enforcement skills. Maintain knowledge of current codes, regulations, and nationally recognized standards.
14. Consistently and correctly follow the district's rules, policies, and procedures.
15. Ensure complete, accurate, and timely preparation and maintenance of district records and reports, to include entry within department records management systems, within department parameters.
16. Consistently promote a professional image of the district.
17. Always ensure the proper use of safety equipment, to include seatbelts, whenever a vehicle or apparatus is in motion. Stand accountable for operating and maneuvering vehicles in a safe, professional, and prudent manner at all times. Drive vehicles as assigned in emergent and non-emergent situations while adjusting speed for conditions and utilizing defensive driving techniques. Position vehicles correctly for incident scenes.
18. Observe all State laws, Department policies, Department procedures and rules, and provide for the safety of others.
19. Function in a higher capacity as the acting Fire Marshal when assigned.
20. Manage department program for special events. Includes the coordination, scheduling, and marketing for department events such as (not limited to) holiday events, open houses, fire prevention week, and any other event designated as a department and/or public event sponsored and/or supported by the organization.
21. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working knowledge of educational methodology.
2. Working knowledge of the fire service and its role within the community.
3. Working knowledge of media principles, practices, and legal requirements associated with media.
4. General knowledge of fire service management policies and procedures.
5. Working knowledge of strategic community risk reduction.
6. Ability to perform above average skills in computer-based applications such as Microsoft Word, Excel, Power Point, and Outlook.
7. Willing to make timely, fact-based decisions; ability to handle uncertainty and clarify ambiguities timely and effectively. Ability to see unusual aspects of a problem and find unique solutions; evaluates results for effectiveness.

8. Possesses and demonstrates an extensive knowledge of the district's rules, policies and procedures, including, but not limited to, the rules, policies and procedures contained in the District's Employee Handbook and the Standard Operating Procedures.
9. Possesses general knowledge of current Incident Command and Management Systems.
10. Demonstrates a commitment to keep abreast of current developments in the fire and emergency medical services, code enforcement, inspections, public safety education, and fire investigations.
11. Ability to use mechanical skills to perform basic maintenance and repairs on district stations and associated equipment.
12. Continually contributes to a motivational atmosphere for all department members through ethical and honest actions in support of and achieving the goals of the organization and the Fire Chief.
13. Maintains composure and a professional attitude under all, especially stressful conditions. Demonstrates mature, professional and appropriate conduct at all times and in all places, employing ethics, integrity, honesty and cooperative teamwork. Demonstrates a superior level of professionalism in all actions.
14. Demonstrates ability to create a work environment in which employees can be open and at ease with each other. Ability to promote and maintain a positive, effective team environment. Ability to establish and maintain harmony and mutual respect among team members through positive relationships and dedication to the betterment of the team.
15. Demonstrates ability to recognize and accept constructive criticism, as well as apply it to actions. Utilizes training, direction, delegation, and accountability to improve team skills. Provides assistance to teammates in resolving conflicts. Encourages positive individual initiative to achieve organizational goals.
16. Demonstrates ability and initiative for continual self-development.
17. Demonstrates consistent ability to work as needed to achieve results and/or meet targets within established time frames. Recognizes the need for prioritization and working the needed hours to achieve goals.
18. Demonstrates sound judgment and the ability to receive feedback and suggestions, initiating regular positive discussions with crew members.
19. Demonstrates effective listening and speaking skills. Produces clearly organized and easily comprehended written communications. Maintains an open and frequent line of communication with superiors and crew members, always speaking and representing the best aspects of the organization.
20. Demonstrates ability to put personal motives aside to act and speak for the overall good of the department, representing all ranks, positions, and team members.
21. Proficient in setting goals, completing delegated tasks effectively with minimal supervision, and contributing with new ideas.
22. Schedules work for the most efficient and effective performance of activities, and elimination of unnecessary activities. Handles multiple responsibilities simultaneously, prioritizes responsibilities appropriately, and performs responsibilities in a thorough and timely manner.
23. Demonstrates ability to meet performance and quality control standards. Ability to deliver results and set control parameters in terms of time, dollars, and budgets.
24. Ability to adapt to necessary changes in operations. Willingness to try new ideas with a positive and productive attitude.

QUALIFICATIONS:

Experience:

1. Previous fire service experience preferred but not required.

2. Previous experience conducting fire and life safety education, community risk reduction, public information, or fire and life safety is preferred.
3. Previous experience as a professional educator.
4. Must be at least eighteen (18) years of age.

Education:

1. Must possess a High School diploma or G.E.D.; an Associate Degree from an accredited college or university is preferred.

Certificate or licenses:

Must obtain and maintain throughout employment all District, State, and Federal Certification and/or Licensure requirements for the following:

1. Must possess, or be eligible to obtain within 30 days of appointment to the position, a valid Colorado driver's license
2. NIMS 100, 200, 700, and 800

Within one year, must successfully obtain the following:

1. Accredited Public Fire and Life Safety Educator I certification
2. Cardiopulmonary Resuscitation (CPR)

Within two years, must successfully obtain the following:

1. Accredited Public Fire and Life Safety Educator II certification
2. CPR Instructor
3. Carseat Installation Technician
4. Juvenile Firesetter Intervention Specialist

Preferred:

1. Accredited Fire Inspector I certification

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS:

Physical Requirements

1. Strength and Mobility – Mobility to move to and from various points within the district facilities and within the outdoor environment. Must possess the ability to lift items up to fifty (50) pounds frequently.
2. Auditory – Ability to understand and follow oral instructions in the English language.
3. Verbal – Ability to participate in routine conversation in person or via telephone in the English language.
4. Visual – Must be able to distinguish circumstances/situations, written materials, and other details concerning district facilities and emergent scenes from distances both near and far.

Environmental and Other Requirements

This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. A portion of this position will involve sedentary, administrative work in an office environment.
2. This position may involve standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching overhead, reaching away from body, and repetitive motion.
3. This position may require work in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit.

4. Work may be performed under dangerous, hazardous and adverse conditions, including, but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
5. Work may result in exposure to contaminated environments, including, but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dust.
6. Work may result in exposure to individuals of blood-carrying infectious diseases, airborne, viral, or other illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, etc.
7. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
8. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception, and color vision.
9. This position requires the ability to read, write, speak, and understand the English language at a level adequate to perform the job.
10. This position may involve periods of high physical, mental, and emotional stress.

RELATIONSHIPS:

1. Community Members and Visitors (to include schools, media, etc.) – Multiple daily interactions by personal contact, telephone, and electronic communication (E-mail).
2. Co-workers – Multiple daily interactions to exchange information, to complete administrative and operational tasks related to the position, coordinate program needs, purchases, and documentation.
3. Fire Department Members – Multiple daily interactions by telephone, electronic communication (E-mail), and personal contact: exchange of information.
4. Fire Department Chief Officers – Multiple daily interactions by telephone and personal contact: processing of personnel issues, exchange of information, and assisting executives.
5. Subordinates – If assigned supervisory duties; Multiple daily interactions by personal contact, telephone, and electronic communication (E-mail). Provide motivation, training, and encouragement. Provide honest, unbiased, and immediate feedback aimed at improving performance, correcting behavior, and bettering the individual, crew, team, and organization. Distribute information, enforce policies, and provide opportunities for self-development.
6. Other contacts as assigned, required, or needed.

ACKNOWLEDGEMENT:

I acknowledge receipt of this position description and agree to perform within the parameters established.

_____ _____

Signature Date

_____

(Print Full Name)