

Victor Fire District – Vacancy
Salary range: \$82,000-\$98,000/yr. (based on experience)

Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the Rule of Three.

COMMUNITY RISK REDUCTION SPECIALIST

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, or higher**, PLUS five (5) years full-time paid experience, or its part-time equivalent or volunteer* experience working with fire services programs such as Stop the Bleed, Public Assembly Inspections, Fall Prevention Training, Home Safety Inspections, or Public Relations Events.

*Volunteer experience, for the purposes of these minimum qualifications, must be documented by submission of a signed letter from the chief/director of the participating district or department stating the title(s) of the positions and month and years of volunteer service. Documentation must be included with your application. Additionally, Volunteer experience in emergency services such as emergency medical services, firefighting and emergency preparedness, shall be defined as actual time spent in emergency services training, attending official department functions, or in responding to emergency situations as a member of an emergency services department. Time spent in fund-raising, parades, or social or sporting events will not be credited. The time claimed must be verified by the submission of copies of official department documents. A letter from the department chief/director without substantiation by official department documents is insufficient.

****SPECIAL NOTE: EDUCATION:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT - AT TIME OF APPOINTMENT:

1. **Driver's License:** Possession of a valid driver's license and maintenance of such license throughout the tenure of employment in the position.
2. Possession of a valid Fire Service Instructor I Certificate, Fire Instructor I Certificate or similarly named fire training certificate issued by an organization recognized by the New York State Department of State, Office of Fire Prevention and Control, or Office of Homeland Security and Emergency Services*** upon completion of a fire instructor's course.

SPECIAL REQUIREMENT – WITHIN TWO YEARS OF APPOINTMENT OR AS SOON AS THE NEXT COURSE IS OFFERED: Completion of training and possession of a valid certificate as a Fire and Life Safety Educator 1 issued by an organization recognized by the New York State Department of State, Office of Fire Prevention and Control, or Office of Homeland Security and Emergency Services**** must be earned within two (2) years of appointment or as soon as the next fire and life safety educator course is offered by one of the listed agencies is required for continued employment in the position.

***Candidates must submit copies of certificates at the time of application.

****Candidates appointed must submit a copy of certificate to the Ontario County Department of Human Resources as soon as it is received.

DISTINGUISHING FEATURES OF THE CLASS: This position, located in a fire district, is responsible for initiatives relative to fire prevention, fire safety education, and community outreach in order to prevent or mitigate the loss of life, property and resources in the community. Duties involve developing and facilitating programs with businesses, organizations, school districts, and emergency service personnel in order to integrate fire protection strategies and involve the community with problem solving and strategic implementation. The employee reports directly to, and works under the general supervision of an Assistant Fire Chief or other higher-level staff member. General supervision is exercised over an Assistant Community Risk Reduction Specialist. Does related work as required.

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COMMUNITY RISK REDUCTION SPECIALISTTYPICAL WORK ACTIVITIES: (Illustrative only)

Conducts risk assessments across residential, commercial, and public properties and develops and implements risk management plans targeting identified hazards (e.g. fire, EMS, natural disasters);
 Develops lesson plans for and leads public education programs for various clients (e.g. school districts, businesses, group homes, etc.); creates and facilitates classroom and hands-on training for businesses;
 Coordinates and conducts fire drills and provides feedback participants;
 Attends fire safety training courses and implements courses at the fire district;
 Maintains accurate documentation and reports of inspections, incidents, and community outreach;
 Manages community smoke alarm and carbon monoxide safety programs and organizes the implementation of campaigns in neighborhoods impacted by fire;
 Analyzes data and generates reports to evaluate effectiveness of programs and adjust strategies accordingly; updates the fire district and other agencies of changes;
 Assists in updating municipal ordinances related to fire and life safety;
 Handles residential inspection requests;
 Acts as the fire district's liaison with community for special events, the local fire marshal's office, and municipal planning and zoning boards; collaborates with Emergency Response Teams, local businesses, HOAs, and school districts;
 Writes professional and industry related articles; develops grants; manages fire safety and fire education information on website and/or social media.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern fire science, including firefighting apparatus and techniques, modern fire suppression and prevention, fire safety and emergency medical response;
 Thorough knowledge of the New York State Uniform Fire Prevention and Building Code;
 Thorough knowledge of the National Fire Protection Association (NFPA) regulations as they apply to fire districts;
 Thorough knowledge of safety techniques when responding to emergencies;
 Ability to create effective lesson plans for a variety of recipients;
 Ability to coordinate and provide training to staff and the public;
 Ability to coordinate and conduct fire drills;
 Supervisory ability;
 Ability to make presentations in a clear and concise manner;
 Organizational ability;
 Ability to plan and prioritize work and multi-task;
 Ability to analyze data, write reports and develop grant applications;
 Ability to operate firefighting equipment;
 Ability to communicate orally and in writing;
 Ability to utilize related computer software;
 Good judgment;
 Physical condition commensurate with the demands of the position.

APPROVED: JUNE 5, 2026

REVISED: 9/11/26

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTIONS: FIRE DISTRICTS

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES