

# **UNIFIED FIRE AUTHORITY JOB DESCRIPTION**

**JOB TITLE:** Seasonal Community Support (Firefighter)  
**SECTION:** Administration  
**DIVISION:** Information Outreach (IO)  
**DATE:** June 1-October 1 2024

## **BASIC FUNCTION OF POSITION:**

Coordinate directly with IO Staff Captain to deliver, maintain, and oversee department infrastructure used for community events, as well as assisting PIOs in social and local media preparation. The temporary assignment may be staffed with one full-time firefighter, from June 1 to October 1.

## **SUPERVISION RECEIVED:**

Reports to IO Staff Captain

## **SUPERVISION EXERCISED:**

Supervises part-time EMS staff (Ambulance Technicians) during community events. Coordination of other UFA personnel that assist during community events.

## **PRINCIPAL RESPONSIBILITIES:**

The following list describes several of the essential functions of this position. This list may be supplemented as necessary:

- Gathers, manages, and delivers information to internal and external customers.
- Researches, staffs, oversees, and coordinates UFA representation at school and community events.
- Promotes UFA events and coordinates UFA personnel participation.
- Supports the UFA Liaison Officers and other UFA personnel in building positive working relationships with the member cities, townships, Salt Lake County, and other key partner organizations.
- Works with other PIOs to engage UFA's community through the website, social media platforms, community events, and our local media.
- Supports programs aimed at educating the public regarding department programs such as "Push to Survive."
- Provides back up for scheduling community events or station tours.
- Performs other duties of a similar nature or level.

## **TYPICAL DECISIONS:**

Exercises considerable independent judgment when performing tasks related to internal and external communication.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- UFA Organizational structure and intent

Skills (or Skill In):

- Coordinating multiple priorities and commitments.
- Experience in video conferencing tools such as Zoom.

Ability to:

- Develop positive working relationships and partnerships with UFA staff, community stakeholders and elected officials.
- Work independently and as part of a team with little direct supervision.
- Provide outstanding customer service to UFA stakeholders.
- Ability to develop and implement social media strategies.

**MINIMUM EXPERIENCE AND QUALIFICATIONS:**

- Successful completion of one (1) year of full-time employment in a sworn Firefighter position.
- Currently serving as a Firefighter.

**DESIRABLE QUALIFICATIONS**

- Experience towing large trailers.
- UFA Event service familiarity.
- Video capture/creation/editing/photography.

**WORKING ENVIRONMENT**

Work environment is dynamic and ranges from administrative office-based tasks to prolonged periods outdoors during summer months. The schedule will be based on a 40hr work week but will have flexibility based on the community event schedule week to week. This position will not replace PIO's current level of event coordination, rather will work to help balance the delivery of events between all Information Outreach PIO's and division members.

**PHYSICAL AND MENTAL JOB REQUIREMENTS**

To perform the job successfully, an individual must be able to perform each of the essential job functions satisfactorily. The employee must be able to follow directions as well as make decisions based on information previously received. This position involves periods of prolonged sitting and use of computer equipment. In order to deliver the expected level of event participation which the communities have come to expect, this position requires the ability to work outside in all types of weather conditions and to walk across uneven surfaces. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the physical and mental capabilities to read information printed on paper and displayed on computer monitors; hear, speak, and communicate verbally using the English language; cognitive thinking and mathematical calculation capabilities; manual dexterity to manipulate standard office equipment, papers, files, and records. This position requires frequent driving and ability to lift up to forty pounds.

Classified as FLSA Non-exempt and eligible for overtime.

