



# Scarborough Fire Department

## Scarborough, Maine



### Standard Operating Guidelines

<b>Book:</b>	<b>Organization</b>
<b>Chapter:</b>	<b>Fire Department Organization</b>
<b>Subject:</b>	<b>1126 – Job Description PT Fire Prevention Intern</b>
<b>Revision Date:</b>	<b>11/08/2016</b>
<b>Approved by:</b>	<i>B. Michael Thurlow</i>

#### QUALIFICATIONS

- High School Diploma or equivalent
- Satisfactory completion of SMCC’s Fire Inspector 150 course or equivalent combination of knowledge, skills and experience
- Successful completion of physical exam and background check

**REPORTS TO:** The Fire Prevention Bureau Captain

#### NATURE OF WORK

This is a temporary, seasonal, part-time position created to provide an experiential learning opportunity internship for college students interested in pursuing a career in public safety and fire prevention. The Fire Prevention Intern will operate under the direction of the Captain of the Fire Prevention Bureau. Duties include riding along and completing inspections, providing administrative and office support including creating and maintaining files, researching code questions, compiling data, reviewing reports, and other projects as assigned.

The person filling this position must:

- Have excellent customer service, interpersonal, and communications skills
- Be able to maintain confidentiality and high ethical standards
- Be in good physical and mental condition
- Possess solid computer skills in the Windows environment
- Be self-motivated and able to work with limited direction and oversight

#### PHYSICAL DEMANDS

The work is generally administrative and sedentary in nature. Typically, the employee may sit comfortably to do the work. However, inspections and site visits are required and may require some walking; standing; bending; climbing of ladders; carrying of light items such as papers, books, small parts; driving an automobile, etc. Must be able to lift 50 pounds, otherwise, no special physical demands are required to perform the work.

#### TERMS OF EMPLOYMENT & COMPENSATION

Shall be determined by the Fire Chief.