



Washington Township Community Safety Liaison Position Description

Administration Information	
Position Title: Community Safety Liaison	Date Created / Approved: February 25, 2025
FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non- Exempt	Employment Type: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal
Position Purpose	
<p>The Community Safety Liaison builds relationships and collaborates with community partners by actively developing, promoting, implementing and managing community outreach programs. The Liaison works to raise awareness and increase communication and comprehension of fire and life safety risk reduction. The Liaison is responsible for providing administrative, technical and educational support for the Township. The Liaison supports community stakeholders at emergency incidents.</p>	
Essential Functions	
<p>1. Community Outreach / Educational Program Development</p> <ul style="list-style-type: none"> 1.1 Develops and presents workshops on fire and life safety topics at schools, community centers, senior centers, businesses and other relevant locations; 1.2 Participates in community events to distribute fire and life safety information and materials; 1.3 Builds and maintains professional relationships with local organizations, leaders and community members and groups to facilitate collaborative initiatives; 1.4 Coordinates Township car seat safety program including, but not limited to scheduling appointments, performing inspections, installing car seats, promoting program and arranging inspection classes; 1.5 Responds, as requested, to emergency incidents to provide support and guidance to affected stakeholders; 1.6 Develops curriculum and implements comprehensive fire and life safety education and training programs tailored to the audience across communication platforms which identifies risk reduction; 1.7 Coordinates CPR and First Aid programs by promoting in the community, scheduling classes, securing instructors if needed, establishing and maintaining school system contacts, teaching or assisting with instruction; 1.8 Designs educational materials such as brochures, videos, presentations, and online resources. <p>2. Risk Assessment and Analysis</p> <ul style="list-style-type: none"> 2.1 Identify high risk areas within the community through data analysis and community feedback in order to target outreach efforts; 2.2 Researches, tracks and gathers data on safety programs and presents recommendations; 2.3 Prepares and presents community engagement activities and programs reports to inform and gauge effectiveness and reach. <p>3. Public Awareness Campaigns</p> <ul style="list-style-type: none"> 3.1 Partners with Township's communications manager and/or administrator to utilize social media and traditional media platforms to disseminate fire and life safety messages and announcements; 3.2 Develops and implements targeted public awareness campaigns for fire and life safety issues. <p>4. Other</p> <ul style="list-style-type: none"> 4.1 Assist with public information outreach; 4.2 Prepares and maintains safety program equipment and paperwork; 4.3 Demonstrates sound professional work ethics in alignment with the Township's core values; 4.4 Assists with preparation of and participates community special events and public relation events; 4.5 Assists with preparation of training classes and other educational events; 4.6 Participates in Township committees and meetings; 	



Washington Township Community Safety Liaison Position Description

4.7	Provides recommendations for safety program budget;
4.8	Performs other assigned duties.
Minimum Qualifications / Requirements	
<ul style="list-style-type: none"> • Valid Ohio Motor Vehicle Operators License and insurable under Township's policy; • High School diploma or equivalent; • Associates' Degree preferred; • Bachelor's Degree in communications, fire and life science, education or related field ideal; • American Heart Association CPR Instructor Certification within three (3) months of appointment; • Car Seat Safety Technician Certification within three (3) months of appointment. 	
Professional Licensing Requirements	
<ul style="list-style-type: none"> • Ohio Fire and Life Safety Educator 1 and 2 within one (1) year of appointment; • CPR Instructor Certification within three (3) months of appointment; • Child Passenger Safety Technician Level within three (3) months of appointment. 	
Supervision	
<p>The Community Safety Liaison does not provide direct supervision; Work is performed under the direct supervision of the Township's Fire Marshal. The Fire Marshal utilizes the Township's performance evaluation system annually to review this position's performance. Additional guidance is provided by the Township's policies, procedures, employee handbook, rules, regulations, Directives, Protocols, Standard Operating Guidelines, and Administrative Orders of the Board of Trustees or other applicable regulations including federal and state law.</p>	
Knowledge, Skills and Abilities (KSAs)	
1. Knowledge	
1.1	Knowledge of fire and life safety education and best practices;
1.2	Knowledge of car seat safety standards, laws and regulations;
1.3	Knowledge of CPR and First Aid techniques, standards, regulations and requirements;
1.4	Knowledge of safe work practices and procedures;
1.5	Knowledge of Standard Operating Guidelines, Protocols, Directives, Policies and Procedures;
1.6	Knowledge of personal computers and related software applications (e.g. Microsoft packages);
1.7	Knowledge of driver safety.
2. Skills	
2.1	Skilled at communication and presenting to audiences of all sizes and demographics;
2.2	Skilled at building and maintaining relationships with collaborative community partners;
2.3	Skilled at interpersonal and human relations;
2.4	Skilled at providing exceptional customer service;
2.5	Skilled at written and verbal communication;
2.6	Skilled analytical and problem solver.
3. Abilities	
3.1	Ability to proficiently utilize technology for outreach and communication;
3.2	Ability to perform physical activities during car seat inspections, CPR training or activities for extended periods of time;
3.3	Ability to maintain an acceptable knowledge level by participating in hands-on training and by studying department procedure manuals, state courses/manuals, nationally recognized books, and other material;
3.4	Ability to receive instructions and accomplish duties;
3.5	Ability to follow verbal and written instructions;
3.6	Ability to read and write the English language;



Washington Township Community Safety Liaison Position Description

- 3.7 Ability to operate and use basic software such as Word, Outlook, Excel, and Power Point;
- 3.8 Physical ability to perform the essential job functions.

Working Conditions

The Community Safety Liaison's duties are primarily performed in an office environment that is normally temperature controlled with appropriate lighting. The employee may be exposed to some standard office environment hazardous materials detailed in the applicable material safety data sheets and to normal office-level room noise. Some travel to meetings, conferences, and training is required. Physical exertion, may, on occasion, be necessary to climb in and out of automobiles and move objects up to 30 lbs.

Physical Requirements

The Community Safety Liaison must be able to sit and utilize a computer for up to six hours; routinely carry supplies and/or files weighing up to 30 pounds for a distance of up to 100 feet; be able to remain focused on a standard computer monitor for long periods of time; be able to endure levels of stress brought on by an office environment with deadlines, multi-tasks, and the potential for irate and difficult customers, and; be able to hear the telephone and talk on the phone at a normal conversational level. This position must satisfactorily complete pre-employment background and drug screen checks. Additionally, this position is a safety sensitive position and is required to satisfactorily pass random drug screens.