



## Fire Service Specialist / Engineer

**Date:** October 23, 2009  
**Location:** Quincy, Massachusetts  
**Type:** Exempt Full Time – Experienced  
**Grade:** 25  
**Start Date:** January 2010

The Fire Service Specialist provides staff liaison support to technical committees and provides technical support and advisory services on subjects related to the fire and emergency services. In addition, he/she participates in research and analysis projects related to fire and emergency services issues.

### **RESPONSIBILITIES**

#### (1) Technical Committee Operations

- Serves as staff liaison to technical committees;
- Assists in the preparation, editing and production of committee documents;
- Coordinates with other staff with respect to related subjects covered in other codes and standards.

#### (2) Technical Services

- Provides verbal and written technical information and data to concerned persons on subject related to fire and emergency services;
- Confers with manufacturers, researchers, enforcement authorities and others to obtain information related to his/her job assignment;
- Studies fire record data; develops information on pertinent fire incidents and fire hazards for assigned technical committees;
- Studies literature and other sources of information to maintain familiarity with current events and technology in the fire service;
- Assists in documenting fires and other events of specific interest to the Association;
- Assists in the review and editing of books and other publications;
- Authors and edits materials to be included in the Association's publications.

#### (3) External Liaison

- Writes technical and educational materials for the fire services and other organizations; makes presentations
- Participates in the activities of other organizations

#### (4) Budgetary Criteria

- Plans and prepares budgets related to the responsibilities assigned above;
- Monitors and controls budget in a manner responsive to the Association's monthly financial reporting cycle; identifies changes, problems and discrepancies; reports changes, problems and discrepancies to the financial analysis group.

(4) Budgetary Criteria (continued)

- Maintains or improves budgeted levels of expenses;
- As part of an Association-wide effort identifies cost savings and profit improvements by recommending improved ways of product design, production, sale and distribution as well as efficiencies in management and administration.

(5) Other Duties

- Performs other duties as assigned

**REQUIREMENTS**

The candidate shall possess a Bachelors degree or equivalent in the field of fire protection, science, or engineering with five to ten years of fire service or forestry experience in increasingly responsible roles. Experience in Fire Fighting and/or Fire Protection in the Wildland Urban Interface is a plus. Proven project management experience and excellent organizational, interpersonal, verbal and writing skills are important. Approximately 30% travel is required.

NFPA provides an excellent salary / benefit package. If interested in this position, please send your resume and cover letter (including salary requirements) to:

Human Resources Department  
National Fire Protection Association  
1 Batterymarch Park  
Quincy, MA 02169-7471  
Email: [hr@nfpa.org](mailto:hr@nfpa.org)

NFPA – Making A Safer World. The National Fire Protection Association has been dedicated to reducing the worldwide burden of fire and other hazards through research, education and safety standards for more than a century. Let us set the standard for your career with respect, support and exciting opportunities!