

FIRE DEPARTMENT

Mission

The Palm Bay Fire Department provides a variety of services to protect the lives and property of the community.

Core Services

- Protect the lives and property of the citizens and visitors
- Promote a safe community through public education, fire prevention, and code enforcement
- Maintain a high standard of training and education for our employees
- Encourage our employees to serve as role models and participate in the community

Volunteer Opportunities

- **Advocate: Fire Safety**
 - Duties: Promotes fire safety to school students; Attends and speaks at homeowners association meetings and business events; Operates/demonstrates the Fire Safety House to school children and at public events.
 - Qualifications: Has an interest and desire to promote Palm Bay Fire-Rescue; Will familiarize self with Palm Bay Fire-Rescue policies; Is willing to learn the operation of the Fire Safety House; A fire profession background is preferred; Trailer experience is helpful.
- **Clerk: Files (Fire Prevention)**
 - Duties: Assist Fire Prevention secretary with the fire inspection records database; Records filing.
 - Qualifications: General secretarial skills.
- **Courier**
 - Duties: Run errands, deliver items to be repaired and drop off items to the different stations, etc.
 - Qualifications: Ability to drive a city vehicle and lift at least 15-20 pounds; Possess a valid driver's license with an acceptable driving record; Good communications skills.
- **Data Analyst: Statistician**
 - Duties: Assist the Fire Data Analyst with the creation of databases; Assist with research and analysis of data and trends.
 - Qualifications: 3-8 years database management experience; Good organizational skills; Computer skills to include Microsoft Office.
- **Emergency: Damage Assessment Runner**
 - Duties: Assist/accompany officials during the damage assessment phase of an emergency situation; Drive a city vehicle; photograph damage; Record data.
 - Qualifications: Must possess a valid driver's license with an acceptable driving record; Ability to operate a digital camera; Excellent oral and written communication skills; A second language would be helpful, but is not required.

- **Emergency: Data Entry (GIS)**
 - Duties: Assist GIS manager during declared emergencies by performing data entry and other miscellaneous duties.
 - Qualifications: Experience with ArcGIS, Microsoft Office and Windows.
- **Emergency: Electrician**
 - Duties: Assist in diagnosing and correcting any equipment, instrument or facility based electrical problem that occurs at the Emergency Operations Center.
 - Qualifications: Must possess a valid Master or Journeyman level electrician's license.
- **Emergency: Office Help**
 - Duties: Provide assistance to Fire-Rescue staff during declared disasters by: Answering phones; Operating copy and facsimile equipment; Assisting with food service; Performing general housekeeping tasks (keep building tidy, mop up spills, take out trash, and resupply paper goods).
 - Qualifications: Ability to operate office equipment (telephone, copy/fax machine, etc.); Excellent oral and written communication skills; A second language would be helpful, but is not required.
- **Emergency: Plumber**
 - Duties: Provide assistance to Fire-Rescue staff during declared disasters by assisting in diagnosing and correcting any plumbing problem that occurs at the Emergency Operations Center.
 - Qualifications: Must possess a valid Plumbing Contractor license.
- **Grants: Research/Write**
 - Duties: Research possible grant opportunities; Assist in the writing of grant applications.
 - Qualifications: Strong computer skills, including all MS Office applications; Strong internet research skills; Strong technical writing skills; Knowledge and experience with grant writing.
- **Graphic Arts/Design: PowerPoint Specialist**
 - Duties: Assist Fire-Rescue Training with the creation of PowerPoint presentations for training (***Caution: Some materials may be graphic due to the nature of the subject--fire/emergency medical***); May also assist in presentations for budget, etc.
 - Qualifications: Proficient in Power Point; creative; Excellent skills in grammar and spelling; detail oriented.
- **Maintenance: Public Assistance and In-House Needs**
 - Duties: Install smoke detectors and change batteries for those unable to do so; Perform “handyman” duties at Fire facilities (hang pictures, touch-up painting, etc).
 - Qualifications: Ability to follow verbal instructions; Experience in electrical, and carpentry repairs; Ability to carry and climb ladders; Experience and ability to use various hand and power tools.
- **Receptionist: Office**
 - Duties: Answer phones; Greet visitors when fire personnel are occupied by training or on an emergency call; take blood pressure readings (if qualified).
 - Qualifications: Training on City phone system will be provided; EMT, PM, nursing/doctoral experience needed if taking blood pressure readings; A second language would be helpful, but is not required.