



WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT NO. 3

Hutto Fire Rescue

210 E. Highway 79, Suite #203

P.O. Box 175

Hutto, TX 78634

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www.huttofirerescue.org

YOUR ALL-HAZARDS HOMETOWN FIRE DEPARTMENT"

BOARD OF COMMISSIONERS

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EMPLOYMENT ANNOUNCEMENT

FULL-TIME FIRE AND LIFE SAFETY EDUCATOR/PUBLIC INFORMATION OFFICER

This job posting is for advertising purposes only and does not include all conditions and requirements for the position.

Posting Date:

August 11, 2025 (0800 hours)

Closing Date:

September 12, 2025 (1600 hours)

Position:

FLSE/PIO

Supervisor:

Assistant Chief of Prevention

Compensation:

\$73,636.55 yr. (full-time)

Hours:

40 hr. work week

Hutto Fire Rescue/Williamson County Emergency Services District #3 is accepting employment applications for:

1- Full-Time Fire and Life Safety Educator/Public Information Officer

JOB SUMMARY

Under general guidance from the Assistant Fire Chief of Prevention/Fire Marshal and/or Fire Chief, is responsible for the creation, development, and establishment of fire and life safety programs for schools, businesses, community groups, and residents in Williamson County Emergency Services District #3. This position works primarily in the area of prevention education and serves as the spokesperson for the district, utilizing nationally recognized programs to develop district curricula. Responsible for developing effective messaging and communication strategies for Williamson County Emergency Services District #3. Flexible work hours may be necessary to accommodate the district's operational requirements, and assignments may include work on holidays, evenings, and weekends as dictated by the district's needs. The FLSE/PIO will receive directions from the Assistant Fire Chief of Prevention/Fire Marshal and will work closely with the Williamson County Emergency Services District #3 Executive Management team.

Fire is Everyone's Fight™

MINIMUM QUALIFICATIONS

- Bachelor's Degree from an accredited college or university with major work in public relations/communication, marketing, or a related field.
- 3-5 years of experience in education, public outreach, Public Information Officer, communications, fire service, and/or equivalent.
- Experience developing and implementing educational programs.
- Experience teaching/training children and adult-level learners.
- Experience managing digital content.
- Strong ability to operate within a customer and employee-focused leadership team.
- Maintain a valid Texas driver's license with a satisfactory driving record.
- Experience with volunteer organizations, media interactions, and public presentations.
- Possesses or obtains within 6 months of the hire date/appointment
 1. TCFP Fire and Life Safety Educator 1
 2. CPR and First Aid Instructor
- Possess or obtain within 18 months of the hire date/appointment
 1. Child Car Seat Technician
 2. Youth Firesetting and Intervention Specialist

Application Process:

Applicants are encouraged to review the job description for this position to obtain complete information regarding Job Summary, Principal Duties and Responsibilities (Essential Functions), and Skills, Knowledge, and Abilities. Applications will only be accepted through the online portal.

Equal Opportunity Employer:

Hutto Fire Rescue/Williamson County Emergency Services District #3 does not discriminate based on race, color, national origin, sex, religion, age, disability, or military service in employment or the provision of services.

Hutto Fire Rescue is an EEO and VOW employer.