

Wildland Specialist Job Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Employees acting in this position will be held to this standard as well as that of their assigned rank.

Summary Job Description

Under the Supervision of the Captain/Assistant Fire Marshal the Wildland Fire Specialist conducts inspections for residences living in the high fire hazard areas, providing information, advice, and assistance to property owners. Initiates defensible space surveys and develops and maintains a positive and productive dialog with the community. Identifies and coordinates hazard abatement projects to mitigate the effects of wildfire within the District. Develops plans and projects, maintains records of contacts and activities. Creates written information for public distribution, writes grants, and represents the District at public meetings and events. Provide for continuity to the complaint and hazard abatement process by assisting in the coordination and in follow-up contacts with property owners. Provide technical and planning support during wildland fires. Assist in the development of regulations, planning documents, standards, and ordinances. Assist in the District's Occupancy Inspections and Special Events through authorizing permits.

A District vehicle may be available to take home if the person resides less than 30 minutes from District headquarters. If a District vehicle is assigned, the Wildland Fire Specialist will be on call as a Fire Investigator a minimum of 2 days/week and possibly more when other Fire Investigators are unavailable or on vacation. The intent of this agreement is to cover 100% of the District's need for an on-call Fire Investigator 24 hrs. per day, seven days a week. The Fire Investigators participating in this program will forecast who will take call on a given day and will roster those individuals with the Operation's Battalion Chief in advance.

Representative Duties and Knowledge

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Program level development. Develop policies and procedures for the District to mitigate the effects of wildland fire
- Obtain funding for implementation and oversee the budget of the Wildland Fire Program
- Assess the need for vegetation management activities by consulting with fire suppression managers, conducting site surveys, and consulting with other government officials and property owners
- Administer, supervise, and direct community fuels management projects
- Evaluate environmental impacts of proposed fuel management projects; gather data from written materials, through interviews, and by coordinating fields studies

- Coordinate with the County and the State to meet required CEQA standards for project development and environmental review
- Oversee required monitoring plan for projects. Ensure environmental requirements are met for all wildland projects
- Prepare estimates of project costs; maintains financial records associated with grant and assessment revenue; obtains necessary funding for projects
- Implement, supervise and/or write updates to the Community Wildfire Protection Plan
- Develop public education information and material and make public presentations. Meet with property owners, community groups, and representatives of other government organizations to explain the wildland fire program; gather information regarding needs, concerns, and regulations; respond to community and property owner concerns; negotiate agreements and contracts needed to proceed with projects
- Represent the District at the Fire Safe Council, Home Owners Meeting, and multi-agency wildland fire meetings
- Develop Request for Proposals and contract specifications to accomplish program goals
- Supervise cooperating agency work crews and contract crews
- Supervise private contractors for professional and service contracts
- Supervise and train auxiliary employees and volunteers
- CEQA/NEPA input for wildland issues
- Assist the District to ensure implementation of the Community Wildfire Protection Plan
- Enforce code violations within the high fire hazard area
- Respond to emergencies as requested by the department
- Respond under Mutual Aid Agreements to state and nation wide emergency incidents, acting within the command and general staff organization
- Provide GIS products and guidance for the department
- Provide expertise in enforcement of high fire hazard area brush clearance requirements for prevention/operations
- Represent the District on interagency wildland fire issues for both operations and prevention
- Develop and present wildland fire training as requested
- Conduct District Occupancy Inspections assigned
- Recommend authorizing special events through the District's Film, and Tent Permit Process
- Write grant proposals and supervise/administer grant funds and projects
- Assist in Fire Investigation activities, both wildland and structure fires

Abilities

- Extensive knowledge and experience in wildland firefighting principles and techniques
- Extensive knowledge and experience in wildland fire prevention principles and techniques
- Extensive knowledge and experience in fuels management, techniques, practices, and effects
- Considerable knowledge of and experience in fire/arson investigation and laws relating wildland/interface fire prevention

- Knowledge of local, state, and federal land use laws and regulations
- Prepare clear, concise, accurate reports
- Able to interpret and write competitive grants
- Work and communicate in a professional manner with the public, other government agencies, and local government officials
- Able to resolve issues and complaints through conflict resolution practices
- Maintain positive working relationships with the public, and perform work independently
- Ability to implement District fuel vegetation management plan
- Respond to emergency situations and perform duties as required

Minimum Qualifications

Extensive experience in wildland fuel reduction programs
Experience in fire prevention and inspection practices
Firefighting techniques and fire science
S-134 Basic Fire Fighter

Desired Qualifications

Federal or state agency fuels management experience
S-230 – Crew Boss
I -200 Single Resources and Initial Action Incidents
S-215 Wildland Urban Interface
S-290 Wildland Fire Behavior

Other Requirements

California Driver's License with a satisfactory driving record at time of appointment
AED and CPR Certificates within 12-months of appointment
Successfully complete 12-month probationary period

Working Environment

Office and field environment; travel from site to site; exposure to noise, dust, fumes, inclement weather conditions and varied topographic conditions, work computers and office equipment.

Physical Conditions

Essential functions may require maintaining physical condition necessary for standing, walking, climbing, or sitting for periods of time and operating a motorized vehicle.