

**FIRE DEPARTMENT  
SANTA CLARA COUNTY  
COMMUNITY WILDFIRE SPECIALIST**

**DEFINITION**

Under the supervision of the Battalion Chief of Pre-Fire Management and Wildfire Resilience, the Community Wildfire Specialist conducts inspections for residents living in the high fire hazard areas within the District's served jurisdiction, and provides information, advice, and assistance to property owners in creating defensible space around their property. The incumbent will identify and coordinate hazard abatement projects to mitigate the effects of wildfire within the communities, and be responsible for developing plans and projects, writing grants, maintaining records of contacts and activities, creating written information for public distribution, and representing the Fire District at public meetings and events. The incumbent also provides administrative support to assigned divisions and performs a variety of office functions.

This classification is a Fair Labor Standards Act non-exempt, represented position in the Classified Service.

**DISTINGUISHING CHARACTERISTICS**

The classification of Community Wildfire Specialist is distinguished from the higher classification of Battalion Chief – Pre-Fire Management & Wildfire Resilience in that the latter performs administrative duties and oversees the Department's pre-fire management and wildfire prevention program.

**EXAMPLES OF DUTIES**

Depending upon assignment, duties may include, but are not limited to, the following:

- Perform defensible space inspections. Maintain comprehensive and accurate inspection records.
- Increase awareness, knowledge, and actions implemented by individuals and communities to reduce human loss and property damage from wildfires such as defensible space and other fuels reduction activities, fire prevention, and fire safe building standards.
- Program level development. Develop educational programs for communities to mitigate the effects of wildland fire impacts.
- 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. Make recommendations on enhancements as appropriate.
- Administer, supervise, and direct community fuels management projects.
- Evaluate environmental impacts of proposed fuels management projects. Coordinate with governmental entities and land managers to ensure California Environmental Quality Act (CEQA) standards for projects are met.

EXAMPLES OF DUTIES (continued)

- Provide administrative support for assigned division such as typing, data entry, scheduling, answering phones, and filing.
- Manage schedules, appointments, and meetings for the division.
- Format, proofread, edit, and distribute general and routine correspondence, reports, forms, and other documents.
- Prepare logistics for meetings, workshops, and other division-sponsored events.
- Operate office equipment such as computer, fax machines, copiers, or phone systems; maintain inventory of office supplies and program materials.
- Prepare notices and correction letters that outline vegetation management compliance issues and deficiencies, including correction method(s), time limits, and necessary remedial work required.
- Develop public education information and material and make public presentations.
- Meet with property owners, community groups and other governmental organizations in order to foster a collaborative approach to community wildfire resilience.
- Represent the District at Fire Safe Council and homeowner community meetings to provide relevant information to achieve program goals.
- Assist with implementation of the Community Wildfire Protection Plan.
- Write grant proposals and supervise/administer grant funds and projects.
- Accurately and efficiently assess ignition potential of vegetation and structures using scientifically based analysis and environmental best practices.
- Monitor enforcement activities and conduct follow-up inspections.
- Investigate public and referred public agency complaints.
- Conduct or participate in a variety of analytical studies and surveys on organization, procedures, budgetary requirements, personnel management and other related management functions.
- Make recommendations, prepare and deliver written and oral reports on the findings of such studies and surveys.
- Interview and consult with departmental officials and employees, representatives from other organizations and groups, and the general public.
- Review and analyze existing or proposed policies, procedures, systems, and personnel activities and advises management of their impact.
- Develop and analyzes quantitative data for management control and evaluation purposes.
- Prepare and present statistical data.

EXAMPLES OF DUTIES (continued)

- Perform Commission on Fire Accreditation International (CFAI) accreditation support work inclusive but not limited to writing context to be used for the Annual Compliance Report, Self-Assessment Manual, Standards of Cover or Strategic Plan.
- Perform additional data gathering/analysis inclusive of public safety reports, Insurance Standards Office (ISO) surveys and other adjunct data requests.
- Work on projects related to Information & Public Affairs (IPA) or Community Education and Risk Reduction Services (CERRS)
- Work cohesively with other divisions
- Work nights and/or weekends as needed.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: Possession of a bachelor's degree from an accredited college or university with significant course work in fire science, fire administration, public or business administration, forestry, or other related field of study and three (3) years of experience in wildland fuel reduction programs, plus three (3) years of experience in wildland fire prevention and inspection. The ideal candidate will also have experience providing wildland fire and resilience education to served communities.

Completion of the following certifications:

- National Fire Protection Association (NFPA) Certified Wildfire Mitigation Specialist (CWMS)
- California Fire Service Training and Education System (CFSTES) Hazard Ignition Zone (HIZ) Defensible Space Inspector
- Obtain FAA Part 107 Pilot license (optional)

As a condition of employment, an incumbent who does not have the above certifications at time of hire will be required to complete the training within one year of appointment, or as soon as training becomes available.

Highly Desirable: Experience in writing and executing state and federal grants.

Alternate Option 1:

If an applicant does not currently possess a qualifying bachelor's degree in an accepted field as stated above, the applicant may advance in the recruitment process under the condition that if they are selected for the position, they will successfully obtain a bachelor's degree in an accepted field within two years of employment.

Should a candidate be selected under this provision and not obtain the required bachelor's degree within two years, they will be required to vacate the position.

Knowledge Of:

- Principles and practices of wildfire prevention and mitigation strategies, wildfire behavior, and emergency management.
- Principles and practices of Hazard Ignition Zone (HIZ) and other fire and life safety inspections and enforcement, including defensible space, forestry, and fuels management.
- Principles, practices, and methods used in site evaluation and hazard reduction.
- Fire protection principles relating to wildland fire in the urban interface, requirements of documentation and presentation of evidence.
- Applicable federal, state and local laws, rules and regulations.
- Principles and practices of work safety.
- Home hardening techniques for defensible space during wildland fire.
- The Firewise USA program and its requirements to help the community reduce wildfire risks.
- Defensible space requirements outlined in the California Public Resources Code.
- Basic governmental functions and organizations.
- Pertinent local, State and Federal rules, regulations and laws.
- Principles and practices of governmental programs in area of assigned responsibility.
- Principles of organization and administration.
- Office methods, procedures, software and equipment.

Ability To:

- Conduct detailed inspections, obtain information, analyze findings, and recognize conditions that constitute a code violation and /or safety hazard.
- Make recommendations to property owners on defensible space.
- Interpret and write competitive grants.
- Resolve issues and complaints through conflict resolution.
- Implement fuels reduction projects.
- Prepare clear, concise and accurate reports.
- Speak in front of large audiences.
- Present educational material in a clear and concise manner.

Ability To: (continued)

- Establish and maintain effective working relationships with those contacted in the course of work. Work in a professional manner with the public, other government agencies and local government officials.
- Be highly community oriented, customer service minded and collaborative.
- Communicate clearly and concisely, both orally and in writing.
- Perform work independently as well as part of a team.
- Anticipate issues and address challenges consistent with the Department's goals and mission.
- Perform specialized program and work unit administrative support functions.
- Provide general information regarding Department and division specific policies, practices, and protocols when assisting customers.
- Effectively use computer systems, software applications and modern business equipment to perform work tasks.
- Plan, coordinate and manage complex projects and programs.
- Work irregular and protracted hours, including evenings and weekends necessary to meet deadlines and achieve objectives.
- Complete multi-faceted projects with attention to detail.
- Plan, coordinate and initiate action necessary to implement recommendations.
- Apply the technical skill required.
- Maintain a safe driving record.

Working Conditions/Physical Demands: Work is performed in the office and field environment. The incumbent will travel from site to site. There may be exposure to noise, dust, fumes, inclement weather conditions and varied topographic conditions during the course of work. Work may require physical exertion, including standing, stooping, reaching, crawling, climbing, lifting, pushing, and or carrying. Must be able to lift at least 15 pounds.

Required Licenses or Certificates: Possession of a valid and appropriate state of California driver's license with a satisfactory driving record.

Pre-Employment Requirements: Candidates must pass a background check, Live Scan fingerprint and medical examination.