

FIRE DEPARTMENT  
SANTA CLARA COUNTY

**COMMUNITY WILDLAND FIRE SPECIALIST – Extra Help**

DEFINITION

Under the supervision of the Battalion Chief of Pre-Fire Management and Wildfire Resilience, the Community Wildland Fire 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.

This classification is a Fair Labor Standards Act non-exempt, temporary / seasonal / at-will and unrepresented classification.

DISTINGUISHING CHARACTERISTICS

The classification of Community Wildland Fire 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 West Valley 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 CEQA standards for projects are met.

EXAMPLES OF DUTIES (continued)

- 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.
- Work nights and/or weekends as needed.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: High School diploma or a General Education Development (GED) certificate. 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. An associate's degree in Fire Science may substitute for the wildland fire prevention and inspection experience stated above.

Completion of the following certifications:

- NFPA Certified Wildfire Mitigation Specialist (CWMS)

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 six months of appointment, or as soon as training becomes available.

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

Knowledge Of:

- Principles and practices of wildfire prevention and mitigation strategies, wildfire behavior, and emergency management.
- Principles and practices of fire and life safety inspections and enforcement, including defensible space, forestry, and fuels management.

Knowledge Of: (continued)

- 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.

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.
- 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.
- Effectively use computer systems, software applications and modern business equipment to perform work tasks.
- Maintain a safe driving record.
- Work nights and/or weekends as needed.

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.