



ESTES VALLEY FIRE PROTECTION DISTRICT
PREVENT PREPARE PERFORM

WILDFIRE RISK REDUCTION EDUCATOR (1 OF 3)

ESTES VALLEY FIRE PROTECTION DISTRICT STRATEGIC OBJECTIVE:

- Make the Estes Valley a Safer Place.

PREVENTION DIVISION STRATEGIC OBJECTIVE:

- Proactively increase safety through reduction or elimination of risks.

WILDLAND PROGRAM STRATEGIC OBJECTIVES:

- Reduce potential conditions hazardous to life and property.
- Provide quality customer service based on good communication.
- Decrease the Wildland Urban Interface (WUI) risk.

GENERAL STATEMENT OF DUTIES:

Under the supervision of the Division Chief of Community Risk Reduction, this position produces and delivers educational materials for the benefit of wildfire risk reduction for the Estes Valley Fire Protection District (EVFPD). The Wildfire Risk Reduction Educator assists the Division Chief of Community Risk Reduction with assessments of properties for wildland fire risk and the generation of reports for those evaluations. Coordinate and implement educational programs including best wildland fire mitigation practices, wildland code updates, and other topics as identified by the Division Chief. Engage with the community to build a positive understanding and perception of wildland fire risk mitigation.

ESSENTIAL FUNCTIONS OF THE JOB:

The following are essential functions for the job. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Under the supervision of the Division Chief of Community Risk Reduction, conduct professional and technical-level wildland fire mitigation assessments of residential and commercial properties, and provide effective, professional, and tactful communication with co-workers, HOA leaders, and the general public to ensure compliance with minimum requirements of WUI fire mitigation best practices, Firewise principles, and any adopted codes and standards.
- Knowledge of the principles of wildland fire prevention, and comprehensive wildland fire mitigation principles. Ability to utilize local codes, International Fire Codes and NFPA Standards when performing job functions.
- Respond to and address community and organizational inquiries and complaints related to wildland fire risk and mitigation priorities.
- Input, update, and verify the accuracy of Fire District's record management system.
- May be required to work a flexible schedule when requested or when delivery of programs requires evenings, weekends, and workdays which may exceed normal workday schedule.
- Prepare and disseminate wildland fire prevention and mitigation information to citizens, staff, and volunteer firefighters.
- Coordinate and implement educational programs including WUI fire and other topics as identified by the Division Chief of Community Risk Reduction.

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923



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WILDFIRE RISK REDUCTION EDUCATOR (2 OF 3)

- Work closely with District volunteers in the coordination and delivery of public education programs.
- Perform other duties as assigned.
- Responds to emergency incidents as necessary to provide services fulfilling the mission of the District.

SUPERVISION RECEIVED:

- This position works under the general guidance and direction of the Division Chief of Community Risk Reduction.

SUPERVISION EXERCISED:

- None.

FLSA:

- This is a non-exempt employee position.

WORK SCHEDULE:

- Regular workweek is Monday through Friday, 08:00 – 17:00 with a one-hour break for lunch
- Weekend work may occasionally be required for special events or project work.

COMPENSATION

- The salary range for this position is \$58,399 – \$68,319 annually, consistent with the Community Risk Reduction (Non-uniformed) – Assistant II classification.

RESIDENCY:

- Not required.

EDUCATION:

- Preferred Associates of Applied Science degree in Fire Science or related field from an accredited two-year college.
- At the Fire District's discretion, any equivalent combination of education and experience.

MINIMUM REQUIRED JOB SKILLS AND CERTIFICATIONS:

- At least 18 years of age.
- Possess and maintain a valid Colorado driver's license and acceptable driving record.
- One (1) year of public education experience, preferably with public fire and life safety education.
- AHA CPR/AED certification within three months of employment.
- Development and production of educational materials.

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WILDFIRE RISK REDUCTION EDUCATOR (3 OF 3)

ADDITIONAL DESIRED JOB SKILLS AND CERTIFICATIONS:

- One (1) year of fire service experience, ideally conducting HIZ assessments.
- Current NWCG FFT2 certification or obtain within one year of employment.
- Other fields of study and/or degrees may be considered for this position.

COMPETENCIES

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Oral and Written Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity, Equity, and Inclusion.
8. Technical Capacity.

WORK ENVIRONMENT

While performing the duties of this job, this employee regularly works within an office and field environment. This position frequently operates a computer, reads, writes, and interacts with others in person, over the phone, and via other devices. They also travel within the facility in which their office is located and to locations outside of the facility to perform assessments, to attend meetings, trainings, events, and other business activities. The field work environment may become loud and outside adverse weather conditions may be wet, cold, or hot. Work may be performed in high, precarious places, or near energized electrical components, fumes, airborne particles, and/or toxic or caustic chemicals.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, smell, stand, walk, climb, balance, stoop, kneel, crouch, crawl, push, and pull, use hands and fingers to feel, handle, or operate objects, and reach with hands and arms. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 45 pounds.

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