



**ESTES VALLEY FIRE PROTECTION DISTRICT**  
**PREVENT PREPARE PERFORM**

**WILDLAND RISK REDUCTION PROGRAM**  
**SPECIALIST II (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 supervision of the Division Chief of Support Services, the Wildland Risk Reduction Specialist is responsible for development of community outreach, education, and wildland fire risk reduction programs and projects across the Estes Valley. Wildland Risk Reduction Specialist 2 will conduct educational outreach, residential Wildland Urban Interface (WUI) assessments, occasional basic mechanical (chainsaw) fuels mitigation and slash removal, and other prevention tasks as assigned.

**SUPERVISION RECEIVED:**

- This position works under the guidance and direction of the Division Chief of Support Services.

**SUPERVISION EXERCISED:**

- WUI Crew Leaders
- WUI Education Assistants
- WUI Education volunteers
- Contractors hired for Project Management/Implementation
- Other employees as assigned
- 2 – 4 FTEs

**FLSA:**

- This is a non-exempt employee position

**WORK SCHEDULE:**

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

**RESIDENCY:**

- Not required.

**EDUCATION:**

- Preferred; Associates of Applied Science degree in any education or natural science field from an accredited two-year college, or a combination of education and experience would be considered
- Desired; Bachelor of Science degree in education or natural science field from an accredited four-year college

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

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**WILDLAND RISK REDUCTION PROGRAM**  
**SPECIALIST II (2 OF 3)**

**MINIMUM REQUIRED JOB SKILLS AND CERTIFICATIONS:**

- All the requirements of Wildland Risk Reduction Specialist 1
- ICS 300
- NFA Fire-Adapted Communities (R0614)
- NFPA Certified Wildfire Mitigation Specialist (CWMS)
- NWCG Instructor Led S-130 and S-190 preferred, NWCG Online acceptable
- NWCG FFT2 within 12 months (provided by Estes Valley)
- DFPC Instructor II or equivalent NFPA 1041 Instructor II within 12 months
- WUI Assessment experience

**ADDITIONAL DESIRED JOB SKILLS AND CERTIFICATIONS:**

- Public Education experience
- FireWise, Ready, Set, Go!, or Wildland Urban Interface assessment experience
- NWCG Faller
- NWCG FFT1
- Single Resource Qualification (CRWB or ENGB)
- NREMT Basic or Paramedic

**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.

- Support the execution and implementation of the District's Community Wildfire Protection Plan
- WUI Homeowner Education (Anticipated 65% of work week)
  - Schedule homeowner site visits for WUI assessments
  - Conduct residential WUI risk assessments as requested by property owners
  - Provide effective, professional, and tactful communication with co-workers and the general public to ensure compliance with minimum requirements of adopted codes and standards
  - Knowledge of the principles of fire prevention
  - Generate content for social media and press releases on fire prevention education
- Supervision of WUI staff and contractors (Anticipated 20% of work week)
  - Schedule staff to effectively deliver WUI programs and services
  - Delegate programs, projects, and tasks as needed to provide excellent customer service
  - Evaluate staff on their performance
  - Liaison with Grant Coordinator to identify opportunities for grant funded projects

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## **ESTES VALLEY FIRE PROTECTION DISTRICT**

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### **WILDLAND RISK REDUCTION PROGRAM SPECIALIST II (3 OF 3)**

#### **ESSENTIAL FUNCTIONS OF THE JOB (CONTINUED):**

- Organize Public Education Events (Anticipated 10% of work week)
  - Prepare and disseminate fire prevention information to citizens, staff, and volunteer firefighters
  - Coordinate and implement community risk reduction and educational programs including WUI, fire codes, and other topics as identified by the Division Chief of Support Services
  - Work closely with District volunteers in the coordination and delivery of public education programs
- Perform other duties as assigned (Anticipated 5% of work week)
  - Respond to emergency incidents as requested by duty officer

#### **COMPETENCIES**

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Teamwork Orientation.
6. Diversity and Inclusion.
7. Relationship Management with partners.

#### **WORK ENVIRONMENT**

While performing the duties of this job, the employee regularly works in outside weather conditions, including temperature extremes. They also travel within the facility in which their office is located and to locations outside of the facility to perform inspections, to attend meetings, trainings, events, and other District activities. The field work environment may become loud, outside and in adverse weather conditions that may be wet, cold, or hot. Work will be performed in mountain elevations over 7,000 feet, in high, precarious places, or near mechanical equipment, energized electrical components, fumes, products of combustion, 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, stand, read, walk, climb, balance, stoop, kneel, crouch, crawl, smell, push, and pull, use hands and fingers to feel, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee must frequently lift or move up to 30 pounds and occasionally lift or move up to 150 pounds.

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