



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

WILDFIRE RISK REDUCTION PROJECT SPECIALIST (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.

WILDFIRE 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 Community Risk Reduction, the Wildfire Risk Reduction Project Specialist is responsible for the development of wildfire risk reduction programs and fuel reduction projects across Estes Valley Fire Protection District. The Wildfire Risk Reduction Project Specialist conducts fuel reduction project outreach, development, and implementation. This position will also coordinate grant applications, implementation, and management. This position may assist with Structure Ignition Zone (SIZ) assessments, occasional basic mechanical (chainsaw) fuels reduction and slash removal, and other wildfire risk reduction tasks as assigned.

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
- WFRR Mitigation Project Development and Management (Anticipated 75% of work week)
 - Work with partners to develop grant eligible wildland fire mitigation projects
 - Identify the scope of mitigation for each project area.
 - Work with contractors to develop project budgets based on defined scope and prescription
 - Document all phases of wildland mitigation projects for grant compliance and reporting
 - Lead project coordination and communicate effectively with landowners, partners, and contractors.
- WFRR Structure Ignition Zone Education (Anticipated 10% of work week)
 - Schedule homeowner site visits for SIZ assessments
 - Conduct SIZ 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 wildfire risk reduction
 - Generate content for social media and press releases on fire prevention education

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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- 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 Community Risk Reduction
 - Work closely with District volunteers in the coordination and delivery of public education programs
- Perform other duties as assigned (Anticipated 5% of work week)
- May respond to emergency incidents, as assigned, in support of the District's mission.

SUPERVISION RECEIVED:

- Works under the guidance and direction of the Division Chief of Community Risk Reduction.

SUPERVISION EXERCISED:

- WFRR Volunteers

FLSA:

- This is a non-exempt employee position

WORK SCHEDULE:

- Workweek is typically Monday through Friday, 40 hours per week
- Weekend and/or evening work may occasionally be required for special events or project work

COMPENSATION

- The salary range for this position is \$71,052 to \$83,120 annually consistent with the Community Risk Reduction (non-uniformed) Specialist I classification.

RESIDENCY:

- Not required

EDUCATION:

- Preferred; Associate's degree in natural sciences, fire science, or related field from an accredited college or university.
- Other fields of study and/or degrees may be considered for this position
- 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 state-issued driver's license and acceptable driving record
- Obtain AHA CPR/AED within three (3) months of hire ((training provided by the District.)
- FEMA Online NIMS 100/200/700/800

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WILDFIRE RISK REDUCTION PROJECT SPECIALIST (3 OF 3)

ADDITIONAL DESIRED JOB SKILLS AND CERTIFICATIONS:

- NWCG Instructor Led S-130 and S-190 preferred, NWCG Online acceptable
- NWCG FFT2 within 12 months (provided by Estes Valley)
- NWCG S212 within 12 months (provided by Estes Valley)
- SIZ Assessment in-service training (provided by Estes Valley)
- FireWise, Ready, Set, Go!, or Wildland Urban Interface experience
- DFPC Fire Instructor I or equivalent NFPA 1041 Instructor I within 12 months (provided by Estes Valley)
- NFPA Certified Wildfire Mitigation Specialist (CWMS)
- ICS 300

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. The employee may 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 work environment may include outdoor conditions, including adverse weather, high noise levels, and uneven terrain. 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 heavier materials with assistance or mechanical support.

Estes Valley Fire Protection District is an Equal Opportunity Employer and does not discriminate based on any status protected under federal, state, or local law.

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