

ROSS VALLEY FIRE DEPARTMENT

Policies and Procedures
Administration
Payroll and Staffing Management

4.1.1.11 Wildfire Mitigation Specialist – Defensible Space Lead I

Date Revised:01/07/2022

Date Created: 1/03/2022

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DEFINITION

Under general direction, provides leadership of the defensible space inspection program including, training, and work review of assigned staff; organizes and assigns work, sets priorities and provides follow up. Regularly interacts with the public to answer questions and provide information on defensible space and wildfire protection and prevention.

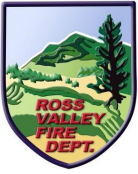
CLASS CHARACTERISTICS

The class for this position is distinguished from the Wildfire Defensible Space Inspector in that this classification, under the direction of the Wildfire Mitigation Specialist - Defensible Space Lead II, performs quality, consistent and accurate defensible space inspections, provides direction, training, and work review to assigned staff; may organize and assign work, sets priorities and follows up to ensure coordination and completion of assigned work. Reviews and evaluates inspection reports for quality, consistency, and accuracy and provides feedback to help improve performance. The incumbent shall perform related duties assigned by the Wildfire Mitigation Specialist - Defensible Space Lead II.

EXAMPLES OF DUTIES (Illustrative Only)

Note: Employees perform the following duties in this classification; however, employees may perform related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

- Under the direction of the Wildfire Mitigation Specialist - Defensible Space Lead II executes the operations of the Defensible Space Program, including program development, planning, and interfacing with internal and external stakeholders and local member agency representatives.
- Provides direction, training, and work review to assigned staff; organizes and assigns inspections, sets priorities, and follows up to ensure accurately completing assigned work.
- Identifies and implements methods and measures to ensure continuous quality control and the Defensible Space Program improvement.



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- Develops instructional material, curriculum, and data collection techniques to advance the Defensible Space Program.
- Participates in activities including hazardous fuel reduction, weed abatement, and defensible space inspections on public and private property.
- Provides home hardening, defensible space, fire prevention, and vegetation fire hazard reduction information and education to the public, fire department personnel, and other agencies.
- Reviews and understands fire agency code requirements, amendments, abatement program regulations, costs, and procedures.
- Identifies and prioritizes properties to recommend abatement to local fire agency representatives.
- Utilizes electronic devices to collect and input data; maintains and disseminates data on inspection activity; reconciles reports, files, and records.
- Incumbents may, as needed, provide management and supervision coverage of the defensible space program in the absence of the Wildfire Mitigation Specialist - Defensible Space Lead II.

MINIMUM QUALIFICATIONS AND CERTIFICATIONS AND LICENSES

Experience:

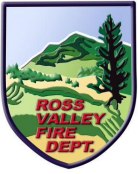
- Per state legal requirements, applicants must be at least 18 years old by the application filing deadline.
- Experience as a Defensible Space Inspector or related job.
- Documented supervisory or management experience is desirable.

Education:

- High school graduate (or GED, or equivalent).

CERTIFICATES AND LICENSES

This job class requires travel between various program areas and locations. Employees who drive to perform program business and job-related duties must possess a valid unrestricted California driver's



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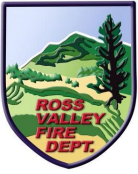
license for the class of vehicle driven and meet automobile insurability requirements. Pre-employment screening shall include a review of the applicant's most recent DMV driving record as provided by the applicant.

KNOWLEDGE OF:

- Applicable laws, fire codes, code enforcement regulations and inspection practices.
- Principles and practices of home hardening and/or defensible space.
- Equipment and methods used in the abatement of exterior vegetative fire hazards.
- Basic safety procedures when operating a vehicle, range finder, compass, and other tools related to the work.
- Software competency or ability to learn: Tableau, Air Table, Marin Maps, Google Maps, Fire Aside DSI software, Google Workspace, spreadsheets, Word document, and additional office management software.

ABILITY TO:

- Read, interpret, explain, and enforce codes, regulations, and technical documents such as maps, diagrams, and textbooks.
- Use initiative and independent judgment within established procedural guidelines.
- Work independently or as part of a team, with limited or minimal oversight or supervision.
- Drive safely and skillfully.
- Use various electronic hardware, computer systems, programs, and applications.
- Understand and follow verbal and written instructions.
- Communicate effectively in English, both verbally and in written form.
- Communicate tactfully and effectively with the public, sometimes in challenging, stressful situations.
- Guide, direct and communicate effectively with staff in difficult situations.
- Perform basic mathematical calculations.
- Provide exemplary customer service in response to questions received by phone and email.



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- Be proficient with computer mapping and GIS applications such as Google Maps, Marin Maps, SARTopo, ArcGIS, AirTable database software, or similar Customer Relations Management (CRM) software; Tableau or other interactive data visualization software.
- Ability to teach operational functions such as mapping, phone and email correspondence and basic CRM skills to Defensible Space Inspectors or subordinates.

SPECIAL REQUIREMENTS

May be presented opportunities to work longer shifts, overtime, weekends, on-call, and holidays; assist in training other employees; must be willing to wear a uniform and maintain a clean and neat appearance.

Applicants must pass a medical exam and DMV background checks before initial hire and re-qualify regularly. The applicant may be subject to a background investigation before appointment.

PHYSICAL DEMANDS

Mobility to work in both residential and outdoor settings, including skill to use a variety of office equipment and maintenance tools and equipment; strength and stamina to perform moderate physical labor and to lift materials weighing up to 25 pounds; ability to communicate in person and over the telephone; and vision to read printed materials and a computer screen.

WORK ENVIRONMENT

The work environment described here represents what may be encountered by an employee during the performance of assigned duties. Work is performed primarily in the office, a vehicle, on mixed topography, on varied surfaces, outdoors, and in all weather conditions, including extreme temperatures.

ADA COMPLIANCE

The Ross Valley Fire Department will make reasonable accommodations of the known physical or mental limitations of a qualified applicant with a disability upon request.