

Wildfire Preparedness Coordinator

248.1 SECTION TITLE

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within a job.

248.2 DEFINITION

With the Marin Wildfire Prevention Authority (MWPA) mission as a guideline, under general direction, this position serves as Ross Valley Fire Department's Wildfire Preparedness Coordinator for a range of activities associated with wildfire-related emergency preparedness and prevention. They will be responsible for Vegetation Management Projects, Detection/Alert/Evacuation Projects, Public Outreach/Education, Defensible Space/Home Hardening Education and maintenance, education, and implementation of emergency preparedness programs. At times, emergency preparedness topics may include but are not limited to fires, floods, earthquakes, and life-saving skills. This position may perform other related work as required

248.3 CLASS CHARACTERISTICS

This is a single-class position. The incumbent will work as a miscellaneous (non-safety) employee under the direction of the Ross Valley Fire Department. Under general supervision, the incumbent is responsible for developing awareness, preparedness, and resiliency.

248.4 EXAMPLES OF DUTIES

Note: The following duties are performed by employees in this classification. However, employees may perform other related duties at an equivalent level.

- Detection/Alert/Evacuation: Coordinate with local agencies with the planning and implementation of; Maintain state-of-the-art fire detection and monitoring systems, Encourage redundant Information, Alert and warning systems for all residents & visitors, Provide resources and best practices to improve the safety of evacuation routes, Support partnership between fire, law enforcement and public works to plan and train for evacuation, Establish and maintain formal Temporary Refuge Areas (TRAs), Provide resources and best practices to identify and support Access & Functional Needs (AFN) residents evacuation planning, Provide resources and best practices for Evacuation Needs and Planning of Pets and Large animals.
- Vegetation Management: Coordinate with local agencies with the planning and implementation of; Maintaining appropriate Vegetation Management in areas between neighborhoods and wildlands, maintaining appropriate Vegetation Management in the wildlands, maintaining appropriate Roadside Vegetation Management, and maintaining appropriate Fire Roads Vegetation Management.
- Public Outreach/Education: Conduct outreach and education activities in support of; Detection, Alert and Evacuation, Defensible Space, and Home Hardening, provide inclusive outreach and education activities for unique needs communities.

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Coordination with Fire Safe Marin will be imperative. Coordinate the development, implementation, and maintenance of various community-based emergency preparedness programs (i.e., Fire Safe Marin, Fire Wise Communities, Neighborhood Response Groups, Get Ready, CERT, and Disaster Councils). Coordinate the development of emergency prevention and emergency management public education programs and materials among Towns and District. Present and assist in presenting community resiliency and emergency preparedness public education and training programs; speak to groups of various ages, educational levels, and socio-economic backgrounds.

- Defensible Space/Home Hardening: Conduct outreach and education activities as they relate to the Defensible Space Inspection program objectives of; Reducing structural ignitability, Creating and maintaining appropriate defensible space on all parcels, providing resources and best practices on fire-adapted structural, defensible space codes and code enforcement.
- Grants: Conduct outreach and education activities, as they relate to the MWPA grant programs to include but not limited to; the creation of defensible, hardening of structures and homes, fire-adapted landscapes or other grant opportunities through various agencies that are beneficial to supporting the definition of this position. Seek and participate in the development of various emergency management grants. Identify grant opportunities and seek funding specific to this position.
- Administrative: Prepare accurate graphics, records, and reports; maintain accurate records and files. Utilize standard personal computer software, including word processing and spreadsheet programs; develop various forms, reports, and statistical analysis; and use software tools to evaluate program effectiveness and develop alternative solutions. Maintain accurate records and files; prepare various statistical and narrative reports, including incident status reports for reimbursement by state and federal agencies. Provide consultation services and evaluations regarding wildfire preparedness. Work with community volunteers, coordinate their activities, provide instructions and motivation, ensure volunteer activities are effective, and provide appropriate recognition.
- Coordinate with federal, state, county, cities, towns, and other local emergency management organizations, as well as the public and stakeholders, to gain and maintain effective working relationships and communication.
- Serve as a support team member in the Emergency Operations Centers during an emergency or disaster response situations.
- In emergencies, the employee may be required to work under significant pressure, be subjected to extended work hours, and be on-call in case of emergencies.
- Required to work on some weekends and evenings; work at any location in the County; attend meetings and classes both; work under various adverse and hazardous conditions; perform routine and repetitive work; personally maintain all certifications and licenses required for job class, assist in training agency employees; wear uniform; and maintain clean and neat appearance.

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248.5 MINIMUM QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying of the job as listed below:

- Experience in managing and coordinating multiple projects simultaneously.
- Experience preparing and presenting public information, teaching, and public speaking.
- Knowledgeable of wildfire preparedness, defensible space techniques and practices.
- Familiar with California Standardized Emergency Management System (SEMS), Incident Command System (ICS), the National Incident Management System (NIMS), and emergency operations communications systems.
- Principles and practices of program coordination, development, budgeting, administration, supervision, training, and evaluation.
- Basic understanding and familiarity with various software programs, such as word processing, spreadsheets, databases, presentation programs, and email marketing.
- High School Diploma or GED.
- Valid California Driver's License with a satisfactory driving record.
- CPR Certified (In possession or the ability to obtain a Healthcare Provider CPR certificate issued by a training center approved by the California EMS Authority. Healthcare Provider cards issued by the American Heart Association and the American Red Cross meet the CPR requirement.)

248.6 PHYSICAL REQUIREMENTS

The ideal candidate must be capable of carrying out all items in both emergency and non-emergency situations.

- Be self-motivated to work independently to complete assigned duties and responsibilities promptly.
- Develop and present training programs for staff and the public that address emergency management systems, procedures, and responses.
- Develop and coordinate wildfire/emergency preparedness exercises.

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- Interpret and explain wildfire/emergency preparedness services, policies, and procedures.
- Interpret and apply federal, state, and local laws, rules, and regulations.
- Learn and retain local geography and resources as they relate to wildfire/emergency preparedness planning and operations.
- Stay abreast of wildfire/emergency preparedness requirements and standards.
- Analyze and evaluate new program techniques.
- Prepare clear and concise reports; express ideas and communicate clearly and concisely, both orally and in writing.
- Coordinate, train, oversee, and evaluate volunteers.
- Logically and creatively utilize a variety of analytical techniques to solve complex wildfire/emergency preparedness challenges.
- Gain the respect, confidence, and cooperation of municipal leaders and the public and maintain effective working relationships with those contacted in the course of work.
- Participate in the development and administration of goals, objectives, procedures, and budgets.
- Work cooperatively with the public and emergency response agencies.
- Identify and analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations to support goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Build and maintain positive working relationships with stakeholders to ensure that assigned wildfire/emergency preparedness coordination efforts are successful.
- Managing and coordinate multiple projects simultaneously

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248.7 ABILITY TO

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