



CLASS SPECIFICATION

Class Code: 19350
Date Est: 7/2023
Last Rev:
Last Title Chg:
FLSA: Non-exempt
Probation: 12 Months

WILDLAND URBAN INTERFACE COORDINATOR

DEFINITION

Under general supervision, leads all community activities relating to Community Wildfire Protection Plan (CWPP) development and updates, the Ready Set Go, Fire Wise, Fire Adapted Nevada (FAN), and Living With Fire Programs; all public education elements relating to forest and rangeland health, forest stewardship, defensible space, fuels reduction, and fire-safe landscapes; and performs related duties as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS

An Associate's degree from an accredited college or university in Fire Science, Fire Administration, Fire Management, General Studies, Business Administration, Public Administration, Natural Sciences, or a related field; AND three years of experience in Firewise Communities, Ready Set Go, Living with Fire or FAN; or an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

Required at time of application:

A valid driver's license.

Required at time of appointment:

Incident Command System 100, 200, 700, and 800.

Required at time specified below:

CPR certification with hands-on skills assessment required within six (6) months of appointment.

Wildfire Mitigation Specialist (CWMS) NFPA certification required within one (1) year of appointment.

Fire Prevention Education Team Member (PETM) National Wildfire Coordinating Group (NWCG) qualification/certification required within two (2) years of appointment.

NWCG Public Information Officer (PIOF) certification required within two (2) years of appointment.

National Fire Academy (NFA), WUI: Fire-Adapted Communities (R0614) – This is a 6-day on-campus course at the NFA and is required within two (2) of appointment.

SUPERVISION EXERCISED

May provide lead direction on project assignments.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Lead the development and implementation of programs for community preparedness, fire prevention, fire information, and public outreach and education supporting both the current operational needs and the strategic initiatives of the District; continually evaluate effectiveness of programs and projects to ensure objectives are met.

Takes ownership and communicates the three tenets of the National Cohesive Wildland Fire Management Strategy: effective response, fire adapted communities, and resilient landscapes as the core of developing community resilience to wildfire.

Complete and manage mitigation and wildfire prevention programs that include CWPP, Firewise Communities, Risk Assessments, Ready Set Go, FAN, and hazardous fuel reduction.

Advise the public of fire danger, safety and fire restrictions; make safety presentations to homeowners, students and civic groups; conduct defensible space inspections; and post signs to educate the public and reduce fire occurrence.

Manage small grants process, administrative function, various funding sources pertinent to community protection and education in the WUI.

Coordinate District activities with other federal and State agencies, special interest groups and the public; represent the District and provide information to the public and governmental entities while fostering collaborative solutions to issues; make presentations; appear before governmental and regulatory bodies; prepare press releases and interact with the media.

Evaluate environmental impacts of proposed fuels management projects.

Prepare, maintain and interpret database information, provide, create and utilize professional oral and written inspection reports, business correspondence, memoranda, reports and other related documentation to standardize community triage across the district.

Complete ArcGIS maps and use the Nevada Wildfire Risk Assessment Portal in support of hazardous fuel reduction projects, completion of CWPP and Firewise Communities, serve on Post Fire Assessment Team and Fire Prevention teams.

During large scale wildfire outbreaks and all hazard incidents will be engaged in public information, mitigation, and prevention.

Organize, support, and lead networks to develop new ideas, connect practitioners, and share strategies to help communities become more resilient to wildfire.

Provide Basic Life Support as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Policies and procedures of the Truckee Meadows Fire Protection District.

Geography of the district, including major streets and landmarks.

Best practices and the Wildland Urban Interface Code and its application in the District.

Developing and completion of CWPPs

, working with communities towards obtaining recognized Firewise Community USA status, Ready Set Go, and FAN Programs.

Completing proactive WUI programs (Firewise practical programs and Ready, Set, Go), conducting WUI Risk Assessments and wildfire prevention programs.

Wildland fire service terminology, wildfire suppression operations, wildfire prevention campaigns, fire information, and all-hazard incident response.

Community risk reduction grant and funding opportunities.

Basic Life Support medical treatment.

Computer software specific to the assigned responsibilities and duties.

Ability to:

Manage Programs independently with little direct supervision.

Perform as a Public Information Officer on Incident Management Teams and on local emergencies

Manage diverse and complex funding sources to implement programs across the District

Write and administer small contracts and grants.

Provide emergency medical treatment to sick and injured persons.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

Fire line terminology required to communicate with other crew members.

Principles, methods, and equipment used in fire suppression, and hazardous material incidents.

Applicable federal, state and local laws, rules and regulations.

Principles and practices of wildfire prevention and mitigation strategies, wildfire behavior, and emergency management.

Principles and practices of fire and life safety inspections and enforcement, including defensible space, forestry, and fuels management.

Principles, practices, and methods used in site evaluation and hazard reduction.

Home hardening techniques for defensible space during wildland fire.

Firewise USA, Fire Adapted Nevada, Living with Fire and Ready, Set, Go programs and requirements to help the communities reduce wildfire risks.

Computer software including word processing, spreadsheets, presentation and databases.

Ability to:

Recognize hazards as they relate to fire and life safety.

Interpret and communicate local, State, and Federal fire and building codes and standards, laws, regulations, policies, procedures, and guidelines.

Develop and present public education and community risk reduction programs.

Collect and analyze information, drawing sound conclusions, project consequences of proposed actions and develop appropriate actions.

Plan, prioritize, and organize work to meet time schedules and timelines.

Work both independently and as a member of a team in the absence of direct supervision; organizing work, setting priorities, meeting critical deadlines, and following up assignments.

Work with all forms of the news media.

Work with GIS applications.

Make recommendations to property owners on defensible space.

Operate a computer and other office equipment.

Prepare and maintain clear, concise, and accurate reports and records

Communicate in a clear, concise manner both orally and in writing, tailoring the message to the intended audience.

Act with honesty and integrity; exercise appropriate discretion and maintain confidentiality of information.

Understand and follow oral and written direction.

Establish and maintain effective working relationships with departmental personnel, other public safety agencies, the public, and others contacted in the course of work.

Exercise emotional control and work under stressful situations.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Work is performed in the office and field environment. The incumbent will travel from site to site. There may be exposure to noise, dust, fumes, inclement weather conditions and varied topographic conditions during the course of work. Work may require physical exertion, including standing and walking for extended periods of time, stooping, bending, kneeling, reaching, crawling, climbing, lifting, pushing, and/or carrying. Work at considerable heights. Must be able to lift at least 15 pounds.

Work hours will normally involve 40-hour work weeks, but are variable and will include weekends, evenings, and/or holidays. Incumbents often work in travel status across the country and must be available for emergency assignments up to 18 days in duration.

All licenses and certifications required to be kept current and maintained for continued employment.

Applicants will be required to undergo a background investigation prior to being considered for employment.

Applicants will be required to pass a pre-employment screening for controlled substances

Emergency Fire and All-Hazard Response will be required.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.