Novato Fire District

Invites Applicants for the Position of

Wildfire Mitigation Specialist

(2 Year Limited Term – Full or Part-time)
We invite and encourage qualified candidates to apply for a chance to be part of the Novato Fire family. The position of Wildfire Mitigation Specialist will be responsible for the inspection of properties; assisting property owners with mitigation plans to minimize threat from wildfire; and wildfire education and community outreach. Extensive experience in this area is not required, training will be provided. Candidates should be confident communicators, and able to present pertinent information, District requirements, and reasons for mitigation to the community. This position is available on a full or part-time basis.

This position is not part of a fuels crew, and will not entail physical removal (cutting, mowing, chain saw work, etc.) of any hazards noted during inspections.

Novato Fire Protection District is a five station agency with 76 personnel in safety and non-safety ranks. The District encompasses 72 square miles in Northern Marin County, California. Novato Fire averages 6,500 calls for service a year as an all hazard fire agency.

Essential functions of the position include, but are not limited to:

- Analyze structure ignition potential in the wildland/urban interface using a science based approach
- Identify appropriate construction materials, material ratings, and techniques for the wildland/urban interface
- Determine the hazard, risk, and values-at-risk rating, for a wildland/urban interface jurisdictional area
- Make mitigation recommendations based on wildland fire behavior
- Identify appropriate construction methods and materials to reduce the risk of structure ignition in the wildland/urban interface area
- Accurately assess the potential for structure ignitions in wildland/urban interface fire, using scientifically based analysis
- Apply a hazard assessment system to a project, property, or jurisdictional area
- Assist in the planning phase of homes and subdivisions within the wildland/urban interface
- Create a mitigation plan using treatments appropriate for the wildland/urban interface
- Implement fuel modification plans in order to reduce wildland/urban interface hazards
- Apply effective mitigation treatment techniques based on wildland fire behavior
- Recommend appropriate mitigation strategies for the wildland/urban interface
- Prepare clear written treatment prescriptions, and initiate and sustain required fuel modification activities
- Assist with development and implementation of a wildland/urban interface public education program
- Assist with development of written, and audio-visual materials, on the wildland/urban interface fire environment and mitigation techniques
- Coordinate or provide presentations on wildland/urban interface and wildland fire issues
- Attend, on occasion, a variety of continuing education classes, seminars, and/or meetings; remain current on applicable codes, regulations, policies, and procedures
- Interpret and enforce provisions of fire prevention codes and fire safety laws and standards and ordinances
- Perform routine safety evaluations & inspections of new and existing buildings, structures and installations requiring fire clearances; identify fire hazards; recommend corrective actions; perform follow-up inspections to see confirm corrective actions have been taken
- Perform wildland/urban interface and other vegetation hazard evaluations and inspections
- Investigate public and referred public agency complaints which involve District attention and resolution of issues
- Prepare reports related to fire prevention and mitigation activities

Qualified Candidates Posses Ability to:

- Work independently and be self-motivated and complete tasks in the time frame allotted
- Understand and explain fire prevention services, policies, and procedures
- Remain up to date with fire prevention codes, requirements and standards
- Make observations and recommendations based on wildfire concerns and mitigation techniques
- Identify fire education needs and to recognize effective tools necessary to implement and measure success of delivery strategies
- Use variety of techniques to solve complex fire prevention challenges
- Build and maintain positive working relationships with stakeholders to ensure that assigned fire prevention coordination efforts are successful
- Collect information in a specific format, generate written or audio-visual materials, recognize and use powerful images, and identify and organize outreach to affected audiences and the community at large
- Prepare presentations, facilitate meetings, and motivate partners to achieve goals

Required Items:

- Strong communication skills
- Possession and maintenance of a valid California Class C driver license
- High school diploma or GED certificate

Desirable Items:

- Possession of one or more of the following courses:
  - Wildland firefighting, training, or experience
  - CSFM 1A, 1B, 1C, 1D, 2B & 2C courses
Compensation and Benefits:

- Pay: $40.51/hour (full or part-time), employee under an individual employment agreement
- Benefits are dependent on full or part-time status, and will be captured in the employment agreement

Novato Fire District is an Equal Opportunity Employer, and welcome and encourage qualified applicants of all ages, races, genders, and veteran status to apply

**HOW TO APPLY:**

Interested applicants must submit the following items:

- Novato Fire District application
- A detailed résumé
- Copy of high school diploma, GED certificate, or transcript
- Any coursework or certifications pertinent to the position
- DD 214 Long Form (Required for all former military personnel)

*NOTE: Applicants who receive a conditional offer of employment are subject to a background check including, but not limited to, DMV driving record review, polygraph, Live Scan, psychological screening, medical evaluation, and drug test.*

If you are interested in this exciting opportunity, visit our website at [https://www.novatofire.org/about-us/employment](https://www.novatofire.org/about-us/employment) for a complete job description, and to download an application packet. Completed applications with required documents will be accepted in person, via mail, or via email only.

**APPLICATION PERIOD:**

The position will remain open until filled, with the first review of applications taking place

**October 21, 2020**

Applications should be directed to the attention of:

Gretchen Felciano

gfelciano@novatofire.org

Human Resources Manager
Novato Fire Protection District
95 Rowland Way
Novato, CA 94945

**Incomplete or late applications will not be considered**

Please contact Gretchen Felciano with any questions at 415-878-2621