



WOODSIDE FIRE PROTECTION DISTRICT

BUREAU OF FIRE PREVENTION AND LIFE SAFETY

808 Portola Road, Portola Valley, CA 94028

(650) 851-1594 www.woodsidefire.org

Kimberly Giuliacci – Fire Marshal

Fuel Mitigation Specialist

Class Title

Fuel Mitigation Specialist (FMS)

Hourly

Start \$23/hr., After 3-month probation \$27.56/hr

DEFINITION

Under direction of the Fire Marshal, supervised by the Fuel Mitigation Engineer, the Fuel Mitigation Specialist provides services to the communities of the Town of Woodside, Town of Portola Valley, and the unincorporated areas with Woodside Fire Protection District. This position will perform a variety of fuel reduction projects and chipping services.

DESCRIPTION:

This position is responsible for daily maintenance and operations of a variety of power tools including but not limited to chippers and chainsaws. The (FMS) will create fire breaks and shaded fuel breaks.

This is a full-time position Monday through Friday, with employer-paid Kaiser medical benefits for the employee. All candidates that are given a conditional offer of employment are required to successfully pass a pre-employment background check with an agency designated by WFPD.

EXAMPLES OF DUTIES

Key Duties

1. Work with community cleanup chipper day projects.
2. Provide information to the public concerning the Vegetation Management Program, practices and procedures, i.e. assist in training programs and group presentations.
3. Assist presenting wildfire mitigation strategies/tactics, education, and outreach to a diverse audience.
4. Assist in District/Local Government community-based events.
5. Mitigate evacuation routes.

Woodside Fire Protection District

Fuel Mitigation Specialist

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Approved By: KG

6. Mitigate fuel breaks and fire access roads.
7. Perform other related duties and responsibilities as assigned by the Fuels Management Engineer or Fire Marshal.
8. Remains current with changes in education, technology, rules, regulations, and laws related to the work.
9. Develop an understanding of wildfire in the urban area and defensible space strategies/tactics.
10. Develop an understanding of local emergency alert systems and aid others in understanding fire weather warnings.

JOB-RELATED QUALIFICATIONS

Knowledge, Skills & Abilities: (within first 3 months)

- Operation of computers and applicable software applications such as word processing, spreadsheets, and databases. (Proficiency with Microsoft Office [Word, Excel, PowerPoint, Outlook] or similar software suite)
- Minimum age of 21 (may be waived at Fire Marshal's discretion)
- Interact with Fire Suppression crews with professionalism and courtesy
- Good written and oral communication, interpersonal, and comprehension skills
- Strong problem identification/resolution and negotiation skills
- Customer Service skills
- Time Management skills
- Organizational Skills
- Represent the District effectively and professionally in contacts with representatives of other agencies and the public.
- Take a proactive approach to customer service issues; promote and demonstrate a high level of customer service.
- Perform assignments and maintain equipment in a safe manner; understand and carry out safety policies, rules, and regulations; properly uses safety equipment.
- Operate assigned equipment.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Cut and remove brush from roadsides, fire roads, and fuel breaks using hand and power tools
- Serve as a crewmember in implementing projects, including but not limited to use of chainsaws and other tools for cutting and clearing vegetation, piling and disposing of treated vegetation, operation of chippers and other material handling equipment
- Express ideas and communicate clearly and concisely, both orally and in writing
- Maintain confidentiality regarding sensitive information.
- Work on call hours and overtime to respond to severe storm coverage or other events.
- Participate in public education and outreach events after hours and on weekends.
- Establish and maintain effective working relationships with those contacted in the course of work, team player
- Physical Fitness: possess the ability to work consistently and only with only moderate fatigue
- Positive attitude: displays optimism about the work to be done and demonstrates a positive attitude towards customers, peers, and the company.
- Quantity of work generates adequate amounts of work based on the job requirements.

- Work comparability: performs work that is comparable to other employees with the same length of service in the same position.

EXPERIENCE AND TRAINING

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be training equivalent to completion of the twelfth grade. Previous work experience is not required.

This is an entry level position that requires no previous training or skills; however, the candidate shall possess the ability to perform all duties as described herein.

LICENSES AND CERTIFICATES

- High school diploma or equivalent
- Possession of a valid California Class C driver's license, and a satisfactory driving record

HIGHLY DESIRABLE KNOWLEDGE / SKILLS

- Possession of CPR Certification
- Possession of Fire Science Certification or Certification in a related field for this position (examples include but not limited to: botanist, arborist,
- California fire training certificates in related field
- Experience working for tree service or landscape service
- Background in working in controlled burn events
- Operate mechanical equipment such as chippers, line trimmers, chain saws and pole saws
- Drive tow vehicles and tow equipment
- ICS Courses (100, 200, 300)
- NIMS (IS-700)
- Wildland Courses (S-190S-290, S-230, S-231, S-270)
- NWCG (L-180)

OTHER REQUIREMENTS

Working Conditions

- Work is performed outside in the field and at various sites throughout the community; both indoors and outdoors with or without protection from the weather, in restricted or confined spaces.
- Work involves both office and field environments, including exposure to varying weather conditions and potentially hazardous situations during investigations (including wearing a respirator or air pack)
- Requires physical activities such as lifting and carrying objects weighing up to 50 pounds.
- Frequent bending, stooping, crawling.
 - The nature of the work may also require the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in a variety of conditions and be able to perform duties while wearing a respirator.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, kneel, walk up steep uneven terrain, carry and pick up large equipment and vegetative material. Must be able to load chipper, cut/drag branches, load and unload mechanical equipment. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee is required to walk off trails, up and down steep grades and inclines in heavily vegetated areas of the natural environment in all types of weather conditions. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required of this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Employee will be issued Personal Protective Equipment (PPE) and is responsible for using the proper PPE in the appropriate environment. Examples of PPE may include hardhat, hearing protection while in noisy environments, eye protection and safety shoes.

Emotional/Psychological Skills: Frequent decision-making and concentration; frequent public and/or personnel contact; works independently.

Work Environment: Employees work in an exterior environment for the most part with moderate to high noise levels and uncontrolled temperature conditions, and are exposed cold and hot temperatures, inclement weather conditions, road hazards, vibration, confined workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes; may work protracted and irregular hours. Possible risk and hazardous exposure to dust, gas, fumes, chemicals.

Woodside Fire Protection District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state and local laws.