

Novato Fire District
Invites Applicants for the Position of
**Vegetation Management Program
Manager**
(2 Year Limited Term)





We invite and encourage qualified candidates to apply for a chance to be part of the Novato Fire family. The position of Vegetation Management Program Manager will be responsible for managing a variety of vegetation management programs, funded by the Marin Wildfire Prevention Authority (MWPA).

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 the course of their duties.

Novato Fire Protection District is a five station agency with 83 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:

- Oversees and manages preparation of scope of work for operational contracts, solicits proposals, recommends selection, and reviews the work of consultants and contractors preparing project and environmental documents, permits, and special studies for District programs
- Manages, oversees, and conducts meetings of operational, professional, and technical staff and consultants/contractors to resolve issues, or to consider changes in plans, programs, policies, and procedures
- Monitors relevant and current legislation, regulations, and permit requirements, and revises and recommends District procedures and policies for legal and environmental compliance
- Prepares budget requests, reports, correspondence, and supporting justification materials, monitoring projects for schedule and budget compliance, and recommends and justifies budget and schedule adjustments as required
- Participates with the Battalion Chief of Prevention and the Deputy Fire Marshal in District project design, location, selection and development
- Prepares and/or reviews resolutions and agenda materials for operational documents or reports for District projects, and presents the materials to the Battalion Chief of Prevention and the Deputy Fire Marshal
- Oversees the preparation of and reviews of required operational and technical studies and reports to meet the District and regulatory agency requirements
- May conduct field inspections at approved project sites to ensure mitigation compliance
- Oversees the preparation of, and directs the completion of, related documents and required environmental reports for District, including Notices of Exemption, Environmental Impact Reports, Negative Declarations, Environmental Assessments, Biological Assessments, Categorical Exemptions, and Initial Studies
- Reviews project plans and documents from other jurisdictional lead agencies and coordinates responses and/or comments as needed
- Interprets and applies hazard mitigation and safety rules and regulations to project and work assignments
- May serve on task forces, ad hoc, and standing committees as the NFD/MWPA representative
- May represent and/or serve as backup to the Deputy Fire Marshal on task forces, ad hoc, and standing committees, and at other organization meetings or at public gatherings

Qualified Candidates Posses Ability to:

- Plan, direct, and review the work of others on a project or day-to-day basis

- Plan, organize, and implement effective fire fuel management projects
- Communicate effectively in order to ensure that plans are well written and easily understood, pertinent information is shared effectively with others, and oral presentations are well designed, informative, and clearly convey intended messages
- Use computer applications for data analysis, manipulation, and presentation
- Establish and maintain effective working relationships with representatives from municipalities, local fire agencies, Marin Wildfire Prevention Authority (MWWA), public and private land management agencies, adjacent landowners, and the public
- Work independently conducting site wildfire related evaluations and inspections, and effectively interact with the public and local agency representatives
- Interpret and apply all applicable local, state and federal laws and regulations
- Remain up to date with related fire prevention codes, requirements and standards
- Make observations and recommendations based on wildfire concerns and mitigation techniques
- Identify and analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Understand and explain fire prevention services, policies and procedures, and use a variety of techniques to solve complex related fire prevention challenges
- Identify fire education needs and to recognize effective tools necessary to implement and measure success of delivery strategies
- Prepare presentations, facilitate meetings, and motivate partners to achieve goals

Required Items:

- Strong communication and interpersonal skills
- Four (4) year degree from and accredited college or university with major course work in forestry, resource management, public management, engineering, environmental and/or climate studies, physical or biological sciences, or a related field (experience deemed relevant may be substituted for formal education).
- Two (2) or more years of planning and management, and understanding of environmental analysis with complex public works and hazard mitigation projects/programs in California, involving oversight of preparation of environmental reports and documents
- Two (2) years managerial experience
- Possession and maintenance of a valid California Class C driver license

Desirable Items:

- Registered Forester



Compensation and Benefits:

- Pay: \$80,000 to 120,000/year (dependent on experience); employee under an individual employment agreement
- Benefits 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 college/university diploma, 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, polygraph, DMV driving record review, 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> for a complete job description, and to download an application packet. Completed applications with required documents will be accepted via email only.

APPLICATION PERIOD:

Position is open until filled.

Applications and required documents should be directed to the attention of:

Gretchen Felciano, Human Resources Manager

gfelciano@novatofire.org

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

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