



# SAN RAFAEL

---

## THE CITY WITH A MISSION

### VEGETATION MANAGEMENT SPECIALIST

**\$64,506 - \$74,666 per year**

**(\$33.08 - \$38.29 per hour)**

**Full-time (37.5 hours per week)/Fixed-Term Position**

**Limited Benefits Available**

**LAST DAY TO APPLY: *Apply by Monday, October 5, 2020 for first consideration***

#### ***THE POSITION:***

The City of San Rafael Fire Department is seeking to fill the position of Vegetation Management Specialist. Fixed-term appointments may be made for up to a three-year period. Continued appointment in this position is contingent upon funding and job performance. This is an “at will” position and has limited benefits available. This position is fully funded through the Marin Wildfire Prevention Authority (MWPA).

Under direct supervision from the Deputy Fire Chief, the Vegetation Management Specialist will help lead San Rafael Wildfire Prevention efforts with a focus on publicly owned undeveloped land and improved parcels; work closely with the defensible space inspection team and may perform independent site evaluations of vegetation located upon privately owned premises, which are typically located in the designated Wildland Urban Interface (WUI) areas within the jurisdiction; evaluate and develop vegetation management strategies on City or County-owned open space lands that are adjacent to structures located in the WUI; evaluate property for compliance with the San Rafael Municipal Code relating to providing defensible space to structures and scientifically based best practices; work to establish short and long-term open space vegetation management plans and prescriptions; and work with contractors and City staff to implement.

#### ***This position performs the following essential job duties:***

- Coordinate wildfire mitigation through fuel reduction projects and other methods on City-managed open space in coordination and City, County, and private partners.
- Interpret and enforce provisions of City Ordinances, State Codes, and other regulations.
- Assure environmental compliance and implement best practices as possible.
- Perform evaluations of property, vegetation and structures to identify fire code violations, fire hazards; recommend corrective actions; perform follow-up inspections to see that corrective actions have been taken.
- Investigate complaints pertaining to violations of applicable fire codes; issue correction orders as necessary.
- Prepare accurate records and reports; maintain accurate records and files in the City electronic tracking system.
- Provide information to the public concerning the Vegetation Management Program, practices and procedures; assist in training programs and group presentations.
- Provide guidance or support to other City staff or vegetation management contractors working for the City.

- May be assigned to support other fire administration, fire operations, fire prevention, environmental management or emergency management related duties as needed.
- May provide guidance to fire mitigation and suppression crews about fire code interpretation, fuel management plans and prescriptions and site evaluations techniques.
- Perform other related duties and responsibilities as assigned by supervisor and within the MWPA mission.

***To be eligible for this position you must have knowledge of:***

- Principles, practices, and techniques of vegetation management and wildfire mitigation.
- Principles and techniques of site evaluations, inspection work, and environmental best practices and CEQA compliance.
- Local and State Fire Codes.
- English grammar, spelling, vocabulary and report writing.

***To be eligible for this position you must have the ability to:***

- Identify fire hazards and fire code violations and recommend corrective actions.
- Exercise judgment, suggest alternatives, and negotiate compliance strategies with property owners.
- Work within a team environment, be self-motivated, and complete independent tasks in a timely manner.
- Apply technical knowledge and follow proper evaluation/inspection techniques.
- Detect deviations from regulations and standard safety practices.
- Read and interpret site plans and vegetation management plans.
- Learn to enforce fire codes, ordinances, and regulations pertaining to fire prevention and vegetation management with firmness and tact.
- Establish and maintain cooperative working relationships with those contacted in the course of work such as property owners, contractors, the general public, and other staff.
- Operate a variety of office equipment including computer terminals and necessary computer programs. GIS experience preferred.
- Express ideas and communicate clearly and concisely, both orally and in writing.
- Deal tactfully and in a cooperative manner with property owners, the public, and City staff to provide a high level of customer service.

***MINIMUM QUALIFICATIONS REQUIRED:***

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

- One year or more of responsible experience in a variety of inspection, construction, fire prevention or related inspection work.
- Equivalent to completion of the twelfth grade, supplemented by college level fire science or prevention classes. Bachelor's degree preferred.
- Possession of one or more of the following is desirable:
  - Completion of CA State Fire Marshal 1A, 1B, 1C, 1D, 2B, & 2C courses;
  - ICC Certification Fire 77, CA, CF, & CP.

***OTHER REQUIREMENTS:***

- Possession of a California Class "C" driver's license, and satisfactory driving record. Maintenance of a California driver's license is a condition of employment.

***PHYSICAL DEMANDS:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, feel or hold; reach with hands and arms; and talk, hear, taste, or smell. The employee frequently is 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 by 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 a hardhat, hearing protection while in noisy environments, eye protection, and safety shoes.

***APPLICATION AND SELECTION PROCESS:***

**City of San Rafael application is required.** Resumes do not substitute for the City application. Candidates should detail related education and experience on the application since this information will be used to determine who will be invited to participate in the next phase of the recruiting process. The examination process may include any or all of the following: application appraisal and oral board interview examination. To file an application, go to [www.calopps.org](http://www.calopps.org). Select "Member Agencies". Select "City of San Rafael". For more information about the City of San Rafael, please visit [www.cityofsanrafael.org](http://www.cityofsanrafael.org). Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-20044208>

***REASONABLE ACCOMMODATION:***

The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at (415) 485-3474 before the oral board date.