



SAN RAFAEL

THE CITY WITH A MISSION

WILDFIRE MITIGATION PROJECT COORDINATOR

San Rafael Fire Department

Full-Time (37.5 hours per week)/Fixed-Term Exempt Position

\$5,952 - \$7,234 per month

Plus excellent benefits

APPLICATION DEADLINE:

Apply by Friday, October 29, 2021 for first consideration – Applications will be reviewed weekly thereafter until position has been filled

The City of San Rafael Fire Department is seeking to fill one (1) full time position of Wildfire Mitigation Project Coordinator.

Under limited supervision, the Wildfire Mitigation Project Coordinator will support the implementation of the San Rafael Wildfire Prevention and Protection Plan and Marin Wildfire Prevention Authority (MWPA) goals; work to improve community disaster preparedness through outreach, education, and engagement; support Emergency Operation (EOC) functions; and augment designated fire prevention and emergency management staff on strategic projects and programs.

Fixed-Term appointments may be made for up to a three-year period with the potential to extend. 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 (MPWA).

Essential Duties and Responsibilities (including but not limited to):

- Implement the San Rafael Wildfire Prevention and Protection Action Plan and San Rafael Marin Wildfire Prevention Authority workplan in an inclusive and equitable manner.
- Draft policies and procedures, plans, and ordinances related to wildfire prevention and mitigation.
- Develop and manage specific projects such as parking box installation, red flag warning education, and volunteer/community events.
- Deliver training and provide subject matter expertise on fuel reduction measures in alignment with environmentally sound/safe practices and existing ordinances.

- Represent the department through collaboration with multiple community-based organizations, partner agencies and varied stakeholders involving wildfire mitigation, prevention, and community preparedness.
- Support emergency alerting and notifications, including educational endeavors and outreach, and database management.
- Support, coordinate, and conduct disaster preparedness and mitigation education through public outreach and training opportunities, including outreach to people with Access and Functional Needs (AFN).
- Support the development, implementation and public education of individual and community evacuation planning.
- Lead the development and operations of community assistance programs focused on wildfire mitigation and prevention such as grant and voucher programs, and direct assistance.
- Support the Defensible Space and Home Hardening Program.
- Other duties as assigned.

Knowledge of:

- Emergency, environmental and fire hazard prevention; principles and practices of emergency management, including hazard identification, mitigation and disaster preparedness; urban interface education/training.
- California Standardized Emergency Management System (SEMS), incident Command System (ICS) and the National Incident Management System (NIMS); Emergency Operation Center (EOC) structure and operating procedures; emergency operations communications systems.
- State and Federal damage reporting and reimbursement procedures; accounting, budgeting, and contract principles and methods; principles and practices of program coordination, development, administration, and evaluation.
- Injury and illness prevention practices (IIPP) as well as pertinent federal, state and local laws, codes and regulations.
- CEQA compliance and environmental best practices.
- Preparing and presenting public information; teaching; and public speaking.

Ability To:

- Prepare and present detailed plans and procedures; develop and present training programs for staff and the public.
- Develop and execute requests for proposals (bids) and contracts.
- Interpret and apply federal, state and local laws, rules and regulations.
- Learn and retain local geography and resources as they relate to wildfire and emergency management planning and operations; stay abreast of wildfire mitigation requirements and standards as well as analyze and evaluate new program techniques.
- Prepare clear and concise reports; express ideas and communicate clearly and concisely, both orally and in writing; coordinate, train, oversee and evaluate staff and volunteers.
- Logically and creatively utilize a variety of analytical techniques to solve complex wildfire mitigation and prevention challenges.
- Participate in the development and administration of department goals, objectives, procedures and budgets; work cooperatively with the public and emergency response agencies.
- Identify and analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze and evaluate new service delivery methods and techniques.

- Work independently and as part of a team, in an office and outdoor environment, to address community needs with empathy, creativity, and openness.
- Deal tactfully and in a cooperative manner with property owners, the public partners, contractors, and City staff to provide a high level of customer service.

Minimum Qualifications:

Required:

- Ability to obtain Wildfire Mitigation Specialist Certification within 6 months of appointment.
- Bachelor's degree from an accredited college or university with major coursework in emergency management, fire management, public administration, or a related field; OR an equivalent combination of education and experience sufficient to successfully perform the duties and responsibilities of the position.
- Possession of a California Class "C" driver's license with a satisfactory driving record. Maintenance of a California driver's license is a condition of employment.

Desired:

- Three (3) years of technical-level experience in an organization performing emergency management, disaster planning, and/or response, which has provided knowledge of emergency management concepts, terminology and basic procedures **OR**
- A background in customer service or public service.
- An Advanced Degree
- Certified Program Manager (CPM), Project Management Professional (PMP) certification or similar.
- Bilingual English/Spanish is strongly desired.

Proof of COVID-19 Vaccination:

- MUST be fully vaccinated (two weeks have passed since your second dose of a Pfizer or Moderna vaccine or single dose of Johnson and Johnson) prior to starting as an employee with the City of San Rafael.
- You will be asked to provide documentation from the immunization source showing the date(s) the vaccine was administered.

Disaster Service Workers:

All City of San Rafael employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment at the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the 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 may 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, color vision, peripheral vision, depth perception, and ability to focus. Employee will be issued personal

protective equipment (PPE) and is responsible for using the proper PPE in the appropriate environment.

Interview Process: The most qualified applicants will be invited to interview.

Application and Selection Process: 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 examination process. The examination process may include any or all of the following: application appraisal and oral board interview examination. NOTE: Prior to appointment, candidate must pass a background check/fingerprinting, and DMV check. To file an application on-line go to www.calopps.org. Select "Member Agencies". Select "Northern Bay Area". Select "San Rafael".

Follow this link to apply for this position: <https://www.calopps.org/san-rafael/job-20177053>

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.