



SAN RAFAEL

THE CITY WITH A MISSION

WILDFIRE MITIGATION AND EMERGENCY PREPAREDNESS SPECIALIST

San Rafael Fire Department

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

\$71,116 - \$90,753 per year

(\$36.47 - \$46.54 per hour)

Limited Benefits Available

APPLICATION DEADLINE: *Apply by Monday, July 20, 2020 for first consideration*

The City of San Rafael Fire Department is seeking to fill the position of Wildfire Mitigation and Emergency Preparedness 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. This position has limited benefits available.

Under supervision, the Wildfire Mitigation and Emergency Preparedness Specialist 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 the San Rafael Community Emergency Response Team (CERT) program; support Firewise communities, and Neighborhood Response Groups (NRG's); support Emergency Operation Center (EOC) functions); and augment designated fire prevention and emergency management staff on strategic projects and programs.

Essential Duties and Responsibilities:

- Draft policies and procedures, plans, and ordinances related to wildfire prevention and emergency services.
- 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 emergency and non-emergency settings.
- Support and coordinate San Rafael CERT and San Rafael-hosted CERT trainings.
- Support emergency alerting and notifications, including educational endeavors and outreach, and database management.
- Support, coordinate, and conduct disaster preparedness and mitigation through public outreach and training opportunities.

- Support the development and implementation of Emergency Operation Plans, including evacuation planning and continuity of operation plans.
- Support the implementation of the Wildfire Prevention and Protective Action Plan.
- 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 Operations 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.
- 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.
- Interpret and apply federal, state and local laws, rules and regulations.
- Learn and retain local geography and resources as they relate to emergency management planning and operations; stay abreast of emergency management 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 emergency management 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.

Minimum Qualifications Required Possession of one or more of the following is desirable:

- a) A background in customer service or public service
 - b) Completion of CA State Fire Marshal 1A, 1B, 1C, 1D, 2B, & 2C courses
 - c) ICC Certification Fire 77, CA, CF, & CP
- Bachelor's degree from an accredited college or university with major coursework in emergency management, fire management, public administration, or a related field, AND/OR
 - 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

- An equivalent combination of education and experience sufficient to successfully perform the duties and responsibilities of the position.
- Must possess and maintain a valid California driver's license, with a satisfactory driving record.

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-20020829>

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.