



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

Wildfire Defensible Space Inspector

Class Title

Defensible Space Inspector

Hourly (Per Diem / Part Time)

Start \$30.00 - \$34.00 /hr. (DOE)

DEFINITION

Under the supervision of the Fire Marshal or their designee, the **Wildfire Defensible Space Inspector (Per Diem/Part-Time)** supports wildfire prevention efforts across the District. This position is seasonal and ideal for those interested in public service, environmental safety, or fire prevention.

DESCRIPTION:

This part-time, per diem role is responsible for inspecting properties to ensure compliance with wildfire prevention and fuel mitigation requirements. You'll engage with residents, educate the public, and help reduce wildfire risk across the District.

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. You will also be required to provide a DMV Driving Record Report from the past 10 years.

EXAMPLES OF DUTIES

Key Duties

1. Conduct defensible space inspections of properties within WFPD's jurisdiction.
2. Guide residents on fuel reduction and vegetation management based on WFPD Ordinances
3. Document hazards and violations using WFPD's inspection tools (e.g., tablets, software).
4. Issue notices and follow up to confirm abatement.
5. Educate the public on WFPD requirements (e.g., vegetation zones, prohibited plant species, fire-safe landscaping).

6. Assist with outreach events and educational campaigns.
7. Coordinate with Fire Prevention and Operations staff as needed.
8. Perform data entry and generate reports.
9. Represent the District professionally during community interaction.

JOB-RELATED QUALIFICATIONS

- Age 18+ with High School Diploma or GED
- Valid CA Driver's License & clean driving record
- Comfortable working outdoors in varying conditions, walking long distances, and walking in rugged terrain.
- Ability to lift up to 30 lbs.
- Strong interpersonal and written communication skills.
- Effective communicator and problem-solver
- Extensive computer/tablet skills

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.

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

- Knowledge of local vegetation & fire behavior
- Familiarity with WUI (Wildland-Urban Interface) and defensible space standards.
- Experience in fire prevention, natural resources, landscaping, or code enforcement.
- 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
- ICS Courses (100, 200, 300)
- NIMS (IS-700)

OTHER REQUIREMENTS

Working Conditions

- Part-time, flexible shifts scheduled between March and November, with hours varying based on project needs and Inspector availability.
- Work is outdoors in both urban and wildland environments, including hillsides and uneven terrain.

- May involve occasional weekend or evening shifts for public outreach.
- Frequent bending, stooping, crawling.

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. 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. 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.