

POSITION DESCRIPTION

POSITION TITLE: WILDFIRE MITIGATION FORESTER

DEPARTMENT: Emergency Management

DATE: Approved by Board of Boise County Commissioners on July 25th, 2017

POSITION SUMMARY: Responsible for mitigation of the risk of wildfire in the Wildland Urban Interface within Boise County. Leads and administers the County's wildfire mitigation program.

ESSENTIAL FUNCTIONS:

- **Manages the funds and expenditures of the Wildfire Mitigation program.** Prepares budgets for departmental operations and administers expenditures throughout the fiscal year. Assures the County's compliance with the Secure Rural Schools Title III program. Carries out those responsibilities and obligations incurred by county participation in state and federal risk mitigation programs.

- **Develops and administers Community Wildfire Protection Plans throughout Boise County, promoting wildfire safety, home defense techniques and wildfire mitigation activities.** Develops and updates the Community Wildfire Protection Plan(s), including the wildfire portion of the Boise County Hazard Mitigation Plan. Promotes landowner and homeowner involvement in Firewise activities designed to prevent loss of life and property during a wildfire event. Serves as the principal advisor to the Board of County Commissioners on Fire Mitigation program status and activities. Provides input to the Boise County Planning and Zoning Commission in matters of wildfire risk mitigation. Reviews subdivision plans, conditional use permit applications and other types of planning and zoning documents to determine potential wildfire risk features affecting the applicant and Boise County. Facilitates discussion between owners of new homes and the pertinent fire chief.

- **Designs and implements fuels modification projects throughout Boise County to reduce the danger of wildfire impacts to homes and developments.** Implements projects contained in and called for in the Community Wildfire Protection Plans. Designs, advertises and administers fuel treatment and Firewise projects, creating operating plans, preparing the project on the ground for operations, determining ownership boundaries, examining timber and property characteristics, determining road locations and conditions and marking project boundaries.
 - Prepares and advertises fuel mitigation contracts.
 - Lays out road use restrictions and equipment access routes throughout the contract area.
 - Clears and posts boundaries for timber sales, buffer areas and road right-of-ways.
 - Inspects on-site requirements of active contracts, such as equipment use, protection of reserve trees, location of roads and appropriate equipment access.
 - Determines value of forest products when necessary, cruises timber.
 - Monitors and assists with slash piling and slash burning activities.

Prepares requests for grants for federal or state funded programs/projects for Hazardous Fuel Treatments.

Administers grant awards and submits required reporting. Represents the County in groups and committees which promote active management of state and federal forest lands throughout the County. Organizes and participates state

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and regional courses, workshops and conferences to improve the ability of the Boise County to survive catastrophic fire.

- **Enhances multi-jurisdictional responses to wildfires as required by Boise County's Community Wildfire Protection Plan.** Serves as a member of Boise County's Local Emergency Planning Committee and attends meetings of the Boise County Fire Fighters Association. Assists in hazard analysis, capability assessment and resource identification throughout the County. Maintains Boise County's RedZone program; assuring the reliability and completion of data collection. Provides training of Fire Department personnel in use of the RedZone program.

OTHER FUNCTIONS:

- Performs emergency management duties and responsibilities in the absence of the Emergency Management Coordinator as assigned or required.
- Performs emergency management duties under direction of the Emergency Management Coordinator during disaster emergencies.
- Provides notice of pertinent training to the members of the Local Emergency Planning Committee, Planning and Zoning Commission, local agencies and elected officials.
- Other duties as assigned by the Board of County Commissioners

REPORTING RELATIONSHIP: Position reports directly to Board of County Commissioners.

NECESSARY SKILLS AND ABILITIES:

- Must have graduated with a Bachelor's Degree in Forest Management or similar program from an accredited institution and have five (5) years of increasingly responsible forestry employment experience, or any functional equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- Must possess or be able to obtain an unrestricted Idaho drivers license.
- Must be able to safely operate 4WD vehicles on narrow and primitive roads.
- Must have written and verbal communications skills.
- Must have public relations and speaking skills.
- Must be able to read maps and locate map details on the ground.
- Must be able to walk over rough and uneven terrain for extended distances.
- Must be able to carry necessary equipment throughout a full day.
- Must be able to perform essential duties with or without reasonable accommodation, efficiently and accurately, without posing a threat to the safety or health of others and self.
- Must have a basic competence with Microsoft Office products.
- Must be able to operate geographic information system software.
- Must have land navigation training and experience.
- Must be able to work with minimal supervision.

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- Must be able to operate a video camera, 35mm camera, digital camera, slide and overhead projectors, VCRs, laptop and desktop computers.
- Must be able to remain in a stationary position 50% of the time.
- Must be able to operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Must be able to move audio/visual equipment and laptop computer weighing up to 20 pounds from different locations for meetings and presentations.
- Must be able to express or exchange ideas by means of the spoken word. Must be able to convey detailed or important spoken instructions to others accurately and quickly.
- Must be able to perceive the nature of sounds at normal speaking levels with or without correction, whether in person or over the phone. Must be able to receive detailed information through oral communication, and to make the discriminations in sound.

Nothing in this job description restricts the County's right to assign or reassign duties and responsibilities to this job at any time.