

## POSITION DESCRIPTION

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**POSITION TITLE:** Wildfire Mitigation Coordinator

**DEPARTMENT:** Title III/Wildfire Mitigation

**DATE:** October 2024

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### **GENERAL SUMMARY**

Advocate for community wildfire preparedness and can work independently with minimal oversight. Promotes, manages and directs fuels reduction and community wildfire preparedness while reducing the risk of wildfire in the wildland urban interface, and performs related work as required.

### **ESSENTIAL FUNCTIONS: (illustrative only)**

- Identify wildfire risk and develop solutions for mitigating the risk
- Design and implement fuels modification projects throughout Boise County to reduce the danger of wildfire impacts to homes and developments
- Ability to develop and administer contracts, work with contractors
- Perform Wildland Urban Interface (WUI) inspections as requested
- Prepare 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 Boise County in the absence of the Wildfire Mitigation Manager
- Compile information and write community wildfire preparedness plan (CWPP)
- Promote national wildfire preparedness programs
- Organizes and participates in state and regional courses, workshops and conferences to improve the ability of Boise County to survive catastrophic fire.
- Community engagement/education.
- Performs all duties with due regard to personal safety of employees and public; insures less skilled personnel comply with applicable safety and occupational health standards. Maintains good working relationships and communication with employees and the public. Establishes a public image that reflects favorable on county employees in use of county equipment, work ethics and public service attitudes.

### **REPORTING RELATIONSHIPS:**

Position reports to the Wild Fire Mitigation Manager

### **QUALIFICATIONS:**

#### **KNOWLEDGE:**

- Knowledge of wildfire, forestry and general landscape ecology

#### **SKILLS/ABILITIES:**

- Well-developed verbal and written skills
- Experience with national wildfire preparedness programs such as Adapted Communities, Firewise Communities, Firewise Communities USA and Ready, Set, Go!
- The ability to work independently both in the office and the field
- Must possess or be able to obtain an unrestricted Idaho driver's license
- Must be able to safely operate 4WD vehicles on narrow and primitive roads
- 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

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- Must have a basic competence with Microsoft Office products

### **EXPERIENCE:**

- A degree in Forestry, Natural Resources Management or another related field or equivalent work experience is preferred

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These duties describe the chief functions of the job and are not to be considered descriptive of every duty of the job.