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**POSITION TITLE:** Wildfire Mitigation Coordinator  
**OFFICE/DEPARTMENT:** Wildfire Mitigation  
**DATE:** May 2026

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## **SUMMARY**

Wildfire Mitigation Coordinator advocates for community wildfire preparedness and works independently with minimal oversight. This position is responsible for researching, promoting, managing, and overseeing fuels-reduction projects and educating the public on wildfire preparedness to reduce wildfire risk in the Wildland Urban Interface (WUI). This role supports community resilience through planning, grant management, fieldwork, and public outreach.

## **Essential Duties and Responsibilities**

### **Wildfire Risk Reduction & Community Education**

- Identify wildfire risks and develop mitigation strategies using mapping tools, field assessments, and partner agency collaboration.
- Design and implement fuels-reduction projects across Boise County to reduce wildfire impacts to private property.
- Conduct Wildland Urban Interface (WUI) inspections as requested.
- Promote national wildfire preparedness programs and conduct public education and outreach.
- Educate the public on tree and plant identification, forest pests, and forest health issues.
- Participate in workshops, trainings, and conferences related to wildfire mitigation and forest health.
- Update the Boise County Community Wildfire Preparedness Plan (CWPP) annually and assist with 5-year updates in coordination with the Idaho Department of Lands.

### **Grant Development & Project Management**

- Research, develop, and write grant applications to federal, state, nonprofit, and private funding sources.
- Manage awarded grants, including mapping and flagging project boundaries and ensuring contractor compliance.
- Serve as primary point of contact for landowners and contractors on assigned projects.
- Track project expenses, contractor invoices, and volunteer hours for reimbursement requests.
- Prepare and submit quarterly progress reports, financial reports, and reimbursement documentation.
- Maintain detailed documentation, maps, photos, and records for grant compliance and audits.

### **Field Operations & Technical Work**

- Conduct field surveys, property assessments, and wildfire hazard evaluations.

- Flag project boundaries and mark trees for removal in steep, rugged, and remote terrain.
- Meet with contractors in the field to define project prescriptions and ensure compliance with mitigation standards.
- Conduct Home Risk Assessment inspections and enter data into County systems.
- Hike and navigate backcountry terrain with limited communication access.
- Carry field equipment (GPS units, flagging supplies, etc.) and packs exceeding 25 lbs over long distances.

### **Contract Management & Coordination**

- Develop and administer contracts in coordination with contractors and the Boise County Legal Department.
- Represent Boise County on committees and interagency groups focused on forest and land management.
- Maintain strong working relationships with landowners, agencies, contractors, and the public.

### **Safety & Professional Standards**

- Follow all safety protocols and ensure compliance by staff and contractors.
- Maintain professionalism in all public interactions and represent Boise County in a positive manner.
- Promote safe use of county equipment and responsible work practices.

### **Reporting Relationship**

Reports to the **Wildfire Mitigation Administrator**, who reports to the **Boise County Commissioners**.

### **Qualifications**

#### **Knowledge**

- Forestry, botany, tree and plant identification
- Forest pests (biotic and abiotic)
- Wildfire behavior and mitigation strategies
- FireWise and wildfire preparedness principles

#### **Skills & Abilities**

- Strong written and verbal communication skills
- Ability to work independently in office and field environments
- Strong attention to detail and documentation skills
- Public outreach and presentation skills
- Ability to operate 4WD vehicles on rough terrain
- Ability to read and interpret maps (paper and digital, including GIS tools)

- Proficiency with Microsoft Office, Adobe, OnX, and ESRI/ArcGIS (intermediate level)
- Ability to work in remote field conditions and rugged terrain
- Ability to maintain confidentiality and protect sensitive landowner information
- Must possess or obtain an Idaho Class D driver's license

### **Experience**

- Bachelor's degree in Forestry, Natural Resources, or related field preferred
- Equivalent experience (e.g., Certified Arborist or related fieldwork experience) may be considered

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