



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

JOB TITLE	Defensible Space Inspector (Seasonal)
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DIVISION	Wildland Fire and Fuels
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FLSA STATUS	Non-exempt
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SAFETY SENSITIVE	Yes
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DEFINITION

Under the direction of the Wildland Fire and Fuels Division Chief, the Defensible Space Inspector (Seasonal) coordinates inspections, aids in fuel treatment monitoring and layout, and undergoes training for the Tahoe Douglas Fire Protection District. The incumbent serves as the primary contact for Fire Adapted Communities, Firewise USA Program, and other outreach efforts. Additional responsibilities include maintaining records and database information.

DISTINGUISHING CHARACTERISTICS

This is an entry level position which is distinguished from other positions with the fire service by its responsibility for maintaining an accurate database of defensible space data, communicating defensible space guidelines to property owners, and maintaining the ability to conduct self in a professional and knowledgeable manner.

REPORTS TO: Division Chief

ESSENTIAL FUNCTIONS

The functions listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all functions listed and may be assigned functions which are not listed below.

1. Performs defensible space and inspections.
2. Ability to issue tree permits in accordance with TRPA guidelines.
3. Interprets, applies, and enforces defensible space codes and regulations.
4. Provides assistance to monitor the effectiveness of fuels reduction projects, and performs data entry and analysis of field collected data.
5. Uses Collector or other applicable programs for ArcGIS in a field environment to perform defensible space evaluations and fuels treatment monitoring.
6. Maintains records of inspections, tree removal permits, and defensible space.
7. Assists with the coordination of fuels management education and outreach programs.



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8. Assists with GIS activities and projects to perform quality control and maintenance of treatment areas and associated fuel loading information. Assists in additional mapping activities as assigned.
9. Provides technical assistance for the development of plans to mitigate fires in the wildland-urban interface.
10. Provides technical assistance for the preparation of grant requests and reporting.
11. Prepares and presents oral and written reports to both internal and external groups.
12. Represents the District with a professional appearance and demeanor at all functions.
13. Cultivates strong relationships with community residents by actively listening to their concerns, needs, and feedback, fostering open communication and engagement.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of

- Computer operations and basic office software including mail merge capabilities for bulk mailing operations.
- Geographic Information Systems and Field Collector applications.
- Forestry, fuels management, and the principles, practices, and methods used in site evaluation and hazard reduction.
- Vegetation, soils, climatic conditions, pests and their control, and ecological factors found in the Lake Tahoe Basin.
- Fire protection principles, especially as it relates to wildland fire and prescribed fire in the wildland-urban interface.
- Incident Command System.

Skill to

- Demonstrate excellent communication skills in interactions with the public, ensuring clear and effective conveyance of information, building trust, and promoting transparency within the community.

Ability to

- Write technical reports, plans, and other documents that are easily understood.
- Interpret, apply, and explain technical plans, laws, codes, and ordinances.
- Maintain complete and accurate records.
- Establish and maintain effective working relationships with fire District staff, supervisors, subordinates, employees, public, and outside agencies.



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Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

- High school diploma or equivalent.

Required Certifications and Licenses:

All required certifications and licenses must be maintained and current through the duration of employment.

- Obtain FFT2 within one season of employment.
- Ability to meet DSE Inspector requirements as defined by the Tahoe Regional Planning Agency.
- Possess and maintain a valid CA or NV driver's license.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, stamina, and agility to frequently sit, lie on back, and perform repair tasks; to be in awkward and confined positions for periods of time; to stoop, squat, bend, kneel, crouch, crawl, climb, or balance. Strength and stamina to carry, lift, loosen, push, and pull various mechanical and automotive parts and equipment, and use hands to finger, handle, reach, tighten, feel, or operate objects, hand and power tools, or controls. Frequent lifting and/or moving of objects up to 30 pounds.

Specific vision abilities required include close vision, color vision, and the ability to adjust focus. Hearing acuity to sufficiently be able to differentiate subtle changes in engine sounds. Position must be able to communicate over the noise of engines, motors, and machinery. Ability to appropriately handle stress and interact with others including supervisors, coworkers, members of the public, and others. The ability to interact professionally, communicate effectively, and exchange information accurately. Maintain regular and consistent punctuality and attendance.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with a qualified Tahoe Douglas Fire Protection District representative.



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WORKING CONDITIONS

Work is performed under the following conditions:

Field duties take place in urban and wildland environments with steep, uneven, rocky terrain and may be conducted during periods of snow, extreme heat, rain, wind, or other inclement weather conditions. Employees may be exposed to dust, loud noises, and general outdoor conditions while performing field duties. Frequent interruptions to planned work activities occur. The noise level in the work environment varies from quiet office settings, to moderate during daily work routine, and to extremely loud on fire assignments. There is a risk of death or injury from falling trees and natural hazards.

ACKNOWLEDGEMENT

I have reviewed this job description, along with any attachments, and find it to be an accurate description of the demands of the job.

PRINT NAME

SIGNATURE

DATE