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## Evergreen Fire Protection District

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### Wildfire Mitigation/Education Coordinator Job Description

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**Job Title:** Wildland Fire Mitigation/Education Coordinator

**Reports to:** Fire Marshal

**Department:** Administration

**FLSA Status:** Exempt

**Supervisory Responsibility:**

Will be responsible for supervising firefighters per NWCG qualifications and position on deployments.

**Position Summary:**

The Wildland Fire Coordinator/Educator is assigned to mitigation, suppression, education and prevention programs. Mitigation, education and prevention include Community Wildfire Protection Plans and Implementation Plans (CWPP) and (CWPIP), Firewise Communities, Wildland Urban Interface (WUI) Risk Assessments, Ready, Set, Go and coordinating assigned hazardous fuel reduction projects. Suppression includes state and national deployment to wildfire incidents.

**Essential Functions:**

- Coordinate with districts, counties, the Division of Fire Prevention and Control and federal agencies relating to completion of wildland fire mitigation and preparedness programs
- Provide proactive wildfire technical assistance to the Evergreen community
- Encourage residents to participate in proactive prevention and mitigation programs and to adopt a CWPIP or achieve recognized Firewise Community status
- During large scale wildfire outbreaks and all hazards incidents will be assigned to the following areas: public information, prevention, incident management or fire suppression or emergency response efforts



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- Instructing and assisting volunteer/outside instructors in wildland firefighting training programs and serving as a subject matter expert
- Familiarity of GIS applications and technology
- Work within the NIMS/ICS environment
- Understand and effectively speak to wildfire related issues to deliver a consistent message about wildfire risk and mitigation actions
- Attend, coordinate and facilitate community, HOA and other related meeting opportunities to deliver presentations and educational materials, promote Firewise programs, Ready, Set, Go!, traditional Smokey Bear programs and strengthen community relations
- Update the 2007 Community Wildfire Protection Plan (CWPP)
- Work with the community to complete Community Wildfire Protection and Implementation Plans (CWPIP)
- Recommends budget requests for wildland firefighting equipment and maintains inventory
- Attends wildfire courses, cooperators meetings and accepts wildfire assignments to advance job knowledge as needed
- Manage Incident Qualification System (IQS)/Resource Ordering Status System (ROSS) data entry, deployment records, position task book completion and deployment billing
- Assist in the organization and deployment of personnel and equipment when needed
- Manage the issuing of Red Cards
- Assist the community and Evergreen Fire Rescue by identifying and applying for grants and other sources of funding in support of mitigation and education programs
- Create fire and life safety programs for the community
- Participate in on-scene wildfire investigations



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### **Additional Functions:**

- Operates various fire equipment and staff vehicles
- Travel in support of emergency response assignments
- Other duties as assigned

### **Minimum Education and Experience:**

- Minimum NWCG Engine Boss/Crew Boss certification
- EMT-Basic
- ICS 100, 200, 300, 700, 800
- Must possess knowledge of wildland fire behavior, wildland fire dynamics and how wildland fires can extend to or affect structures
- Must possess knowledge of Firewise mitigation, Ready, Set, Go program and WUI Risk Assessment
- Minimum five years' experience in wildland fire control, structural fire protection, NWCG Red Card
- Minimum five years' experience with firefighter training and development programs

### **Preferred Qualifications (or completed/progressing on within (3) years):**

- ICT4
- Task Force/Strike Team Leader
- ICS 400



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### **Additional Requirements:**

- Must obtain a Colorado Commercial Driver's License within three (3) months of date of hire
- CPR certified within 90 days of employment
- Successful completion of physical examination by District approved physician

### **Job Specifications:**

- Knowledge of the learning process and the theories, principles, methodologies, and aids which may be utilized in the fire training programs
- Knowledge of principles and practices observed in progressive fire service management and supervision, fire suppression, EMS, hazard mitigation and fire prevention
- Ability to work independently and be self-directed
- Public speaking and presentation skills
- Must be proficient in Microsoft Office Suite
- Must have excellent written and verbal communication skills

### **Working Conditions:**

- PHYSICAL DEMANDS: National Wildland Cooperators Group Red Card Arduous.
- Physical demands are in excess of those for sedentary work; must be able to remain on feet for periods of time, stoop, kneel, crouch, lift, carry, push, pull, climb, balance, walk, and run.
- Position will require the attendance at evening and weekend trainings.



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## Evergreen Fire Protection District

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### Approval Signatures:

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Manager Name: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_