

# Senior Vegetation Management Specialist

## (Full Time – Limited Term)

The Senior Vegetation Management Specialist assists in the assessment of risk and opportunities for wildfire prevention, development of plans and projects, acquiring permits, coordinating environmental compliance documentation, securing consulting and contracting resources, directing work schedules and operations, managing environmental monitoring, interacting with project neighbors, fire wise communities, and other stakeholders, and project completion reporting. This position may supervise Vegetation Management Specialist or other staff engaged in vegetation management.

- Supervised by the Vegetation Management Program Manager

### Typical Tasks:

*The following are intended to indicate the basic nature of duties allocated to this class. This position may not perform all of these tasks and/or may perform similar related tasks not listed here.*

- a. Assists in the preparation of scope of work for operational contracts, solicits proposals, recommends selection, and reviews the work of consultants preparing project and environmental documents, permits, and special studies for District programs.
- b. Aids in procurement of landscape and tree service contractors for vegetation management work, and organizes logistics, environmental compliance and quality control for implementation of vegetation management projects.
- c. Participates in meetings of operational, professional, and technical staff and consultants/contractors regarding plans, programs, policies, and procedures.
- d. Monitors relevant and current legislation, regulations, and permit requirements, and revises and recommends District procedures and policies for legal and environmental compliance.
- e. Contributes to preparation of budget requests, reports, correspondence, and supporting justification materials, monitoring projects for schedule and budget compliance.
- f. Assists in the preparation of resolutions and agenda materials for operational documents or reports for District projects.
- g. Reviews operational and technical studies and reports to meet the District and regulatory agency requirements.
- h. Conducts field inspections at approved project sites to ensure mitigation compliance.
- i. Participates in the preparation California Environmental Quality Act documents.
- j. Reviews project plans and documents from other jurisdictional lead agencies and coordinates responses and/or comments as needed.
- k. Interprets and applies hazard mitigation and safety rules and regulations to project and

work assignments.

- l. May serve on task forces, ad hoc, and standing committees as the NFD/MWPA representative.
- m. May represent and/or serve as backup to the Vegetation Management Program Manager on task forces, ad hoc, and standing committees, and at other organization meetings or at public gatherings.

### **Physical Conditions:**

Primary functions require sufficient physical ability and mobility to work in an office and field setting; to walk, or sit for prolonged periods of time; to hike in hilly areas with uneven footing; occasionally stoop, bend, kneel, crouch, reach, and twist, occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weight; operate general office equipment requiring repetitive hand movement and fine coordination; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

### **Knowledge:**

- Laws, ordinances, policies and procedures governing Fire Department operations, principles and practices of planning and organization
- Laws, regulations, policies, procedures, and guidelines regarding the management and monitoring of ecosystems and natural resources, including endangered and non-native species, in order to assure that program goals and objectives meet legal requirements and reflect regional priorities and policies
- Biological resources in the region, particularly bird species that may nest in the county.
- Principles and techniques of site evaluations and inspection work.
- Environmental best practices.
- CEQA compliance.
- Accounting, budgeting, and contract methods and principles.
- Information systems including format and materials, learning theory, computer, writing, and editing, GIS technology, and automated methods of data collection, analysis, or illustration
- Commonly used wildland fire fuel models, fire behavior characteristics, and mitigation techniques, including how fuel, terrain, and weather influence wildland fire behavior
- Fuel types, wildland fire behavior, building construction, defensible space, landscaping, and how structures ignite in the wildland/urban interface
- Forest, range and wildland fire prevention methods, principles, and practices
- Wildland/urban interface fire issues, fire prevention goals, public education delivery methods, and tools
- Construction materials, materials rating, and appropriate construction techniques for use in the wildland/urban interface
- Techniques pertinent to tree thinning, brush removal, pruning, grazing, mowing, prescribed fire, and chemical treatments
- Awareness of potential community partners, community concerns, and available community resources

- Wildfire related fire prevention codes, regulations, and NFPA standards
- Principles, practices, apparatus, and equipment used in wildland fire suppression

### **Abilities:**

- Plan, direct, and review the work of others on a project or day-to-day basis
- Plan, organize, and implement effective fire fuel management projects
- Communicate effectively in order to ensure that plans are well written and easily understood, pertinent information is shared effectively with others, and oral presentations are well designed, informative, and clearly convey intended messages
- Use computer applications for data analysis, manipulation, and presentation
- Establish and maintain effective working relationships with representatives from municipalities, local fire agencies, Marin Wildfire Prevention Authority (MWPA), public and private land management agencies, adjacent landowners, and the public
- Communicate effectively both verbally and in written form with technical accuracy
- Interpret and apply all applicable local, state and federal laws and regulations
- Remain up to date with related fire prevention codes, requirements and standards
- Make observations and recommendations based on wildfire concerns and mitigation techniques
- Identify and analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Understand and explain fire prevention services, policies and procedures, and use a variety of techniques to solve complex related fire prevention challenges
- Identify fire education needs and to recognize effective tools necessary to implement and measure success of delivery strategies
- Prepare presentations, facilitate meetings, and motivate partners to achieve goals

### **Skills:**

- Organizes work effectively
- Strong communication and interpersonal skills
- Effectively communicate in meetings with members of the public and personnel from other agencies

### **Education and Experience:**

Any combination of education, training, and experience which would provide the required knowledge and abilities need to succeed within the role. A typical way to obtain the required qualifications would be:

#### **Educations:**

- Four (4) year degree from an accredited college or university with major course work in forestry, resource management, public management, engineering, environmental, and/or climate studies; physical and biological sciences or related field.

**-OR-**

- Equivalent to graduation from an associate degree in biology, ecology, environmental studies, environmental planning, natural resource or watershed management, fire ecology, fire science, or a closely related field.
- Additionally experience as listed below may substitute for the required education on a year-for-year basis.

Experience:

- Two (2) years of experience working in biological monitoring or surveying and/or fuels management

Additional relevant coursework as describe above may substitute for the required experience on a year for year basis

**Licenses and Certifications:**

- Valid Driver License
- AED/CPR Certified (NFD will provide training and certification)
- Registered Professional Forester and/or Certified Arborist, highly desirable