



## **Truckee Fire Protection District**

### **Seasonal Defensible Space Specialist**

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#### **Definition**

Under supervision of the Wildfire Prevention Manager the Defensible Space Specialist will perform a range of duties involving defensible space inspections, outreach and education, green waste and chipping programs, wildfire prevention, vegetation management, customer service & assistance to the public, Measure T implementation, and other duties as assigned.

#### **Distinguishing Characteristics**

This is an entry-level position that primarily performs defensible space inspections and other duties as assigned to assist the Wildfire Prevention Division and the implementation of the Measure T Wildfire Prevention Program. Incumbents must be fully aware of the operating procedures of the Prevention Bureau and become fully knowledgeable of applicable codes and ordinances. This is a seasonal, “at-will” position hired for a defined beginning and ending period without the promise of continued employment, re-employment, or permanent appointment. Actual start and end dates dependent on weather and snow conditions. This position works a regular or intermittent schedule up to a maximum of 40 hours per week with some opportunity for overtime. The district may allow a less than 40-hour work week on a case-by-case basis. Weekend and holiday work may occasionally be required in order to fully engage our transient population.

This position is classified as “Non-Safety”.

This is a FLSA non-exempt position.

#### **Supervision Received and Exercised**

Receives general supervision and evaluation from the Wildfire Prevention Manager.

Other positions that may provide intermediate supervision and guidance to the Defensible Space Specialist may include: Fire Marshal, Administrative Battalion Chief, Assistant Wildfire Prevention Manager/Forester, Wildfire Prevention Specialist, and Wildfire Prevention Administrative Assistant.

This position does not exercise supervision of other personnel.



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#### **Examples of Important and Essential Duties**

Performs defensible space inspections and evaluations. Communicates and explains violations & findings to property owners to increase awareness, knowledge, and actions implemented by individuals and communities to reduce human loss and property damage from wildfires. Promote Fire Adapted Communities, Firewise Communities, and aid in the implementation of the Measure T Wildfire Prevention Programs.

Greet and assist the public, answer phones, emails, and provide thoughtful customer service. Provide and explain code and ordinances as they pertain to defensible space, home hardening, fuels reduction activities, fire prevention and fire safe building standards. File inspection reports and re-inspect at applicable time frames. Ability to issue citations for non-compliance, prepare case reports and supporting documentation, and attend legal proceedings as citable cases proceed.

Serve as a point of contact, confer with and advise members of the public, property owners, and others regarding Defensible Space, Measure T Wildfire Prevention Programs, and provide and explain requirements of codes and ordinances.

Safely drives and operates utility vehicles with due regard while obeying all traffic laws.

Understands and follows District policies, regulations, procedures, and standards.

#### **Operations/Administration**

Participate in various administrative activities and provide responsible and technical staff assistance.

#### **Other Required Responsibilities**

Complete field reports electronically and complete all necessary paperwork, and answer telephones & emails in a time sensitive manner.

Perform other duties as assigned.

Establish and maintain effective work relationships with those contacted in the performance of required duties.



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#### **Job Related and Essential Qualifications**

##### **Knowledge of:**

Defensible space laws & ordinances including Public Resource Code 4291, Nevada County, Placer County & Town of Truckee ordinances, Title 14 Fire Hazard Reduction Around Buildings and Structures, Board of Forestry General Guidelines for Creating Defensible Space, current CAL FIRE Defensible Space and Home Hardening training and informational materials, green waste and chipping programs, and TFPD Wildfire Protection Measure T and the Wildfire Prevention Fund.

Public Information techniques and skills.

Office methods, procedures and equipment including filling out of manual forms in the field.

English language usage, spelling, grammar, and punctuation.

Business letter formatting and basic report preparation using a computer with various software.

Principles of mathematics.

Principles and techniques used in serving the public and excellent customer service.

##### **Ability to:**

Perform general technical work involving the use of judgment, personal initiative, flexibility, creativity, and sensitivity in response to changing situations and needs.

Understand the organization and operation of the Fire District and those of outside agencies and groups necessary to assume assigned duties.

Learn, interpret, and apply defensible space ordinances, guidelines, and codes to specific situations. Where practical and feasible, apply or communicate specific local requirements.

Learn to identify, name and communicate the flammability & fire risks associated with common grasses, shrubs, and trees.

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Make presentations and represent the district to the public and other agencies professionally.

Proficient use of computers, smart phones, tablets, and other modern office equipment.

Compile and maintain records.

Establish and maintain effective working relationships with those encountered in the course of work.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work, both inside & outside of the organization.

Compose clear, coherent reports and other documents.

Work under limited supervision when required.

Prioritize work assignments and work under pressure of deadlines.

Maintain confidential information.

Understand District policies, procedures and regulations.

**Experience and Training Minimums:**

High School Diploma or G.E.D.

Valid California Driver License or equivalent and a clean driving record.

Valid CPR certification to the Health Care Provider level within 90 days of employment

Must be proficient in Microsoft Office 365 and cloud-based software. This includes Microsoft Outlook, Word and Excel, and the ability to learn other computer programs, and tablet-based applications.

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**Desirable Experience and Training:**

Familiar with various Defensible Space related codes and ordinances.

Familiar with Home Hardening and the Wildfire Home Retrofit Guide.

Familiar with green waste disposal, and chipping programs

Meet or exceed CAL FIRE Defensible Space Inspector training requirements.

Home Ignition Zone Training:

- NFPA Assessing Structure Ignition Potential from Wildfire
- NFPA Understanding the Wildfire Threat to Homes. An overview of fire history, fire basics, and how homes burn.

Familiar with vegetation management, fuel reduction, forest management, and other fire prevention programs.

Familiar with recognition of hazard trees, beetle infestations, and other diseases that affect the conifer population of the area.

Wildland Firefighting training, qualifications and experience is desirable. This includes:

- Introduction to ICS (I-100)
- Basic ICS (I-200)
- NIMS an Introduction (IS-700)
- Firefighter Training (S-130)
- Firefighter Type 1 (S-131)
- Portable Pumps and Water Use (S-211)
- Wildland Fire Chain Saws (S-212)
- Introduction to Wildland Fire Behavior (S-190)
- Intermediate Wildland Fire Behavior (S-290)
- Human Factors on the Fireline (L-180)

California Office of the State Fire Marshal Fire Inspector 1 & 2 training, and qualifications are desirable. This includes:

- Fire Inspector 1A-1D
- Fire Inspector 2A-2D

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**Special Requirements**

Essential duties require the following physical skills and work environment:

The ability to work in a standard office environment, as well as outside in the forest, communities, and on construction sites. This would involve moving around an office setting, walking around structures in the field, walking on uneven forest terrain, touring construction sites, and driving a District vehicle in non-emergency. Requires sufficient hand/eye coordination to perform semi-skilled movements such as writing, filing, using a calculator, and other office functions.

The ability to communicate with the public in a positive manner.

Must be able to be on their feet for extended periods of time, and lift objects frequently 10 - 25 pounds, and occasionally more. Must have the ability to communicate clearly and concisely, both orally and in writing; understand the community, organization and operations of the Truckee Fire Protection District; work cooperatively with citizens, community groups, business interests, other District employees, and federal, state and local agencies.

**DISTRICT EXPECTATIONS**

Use good judgement in matters affecting your safety and the safety of others, keeping safety as a priority.

Perform as a responsible, productive and positive member of the prevention team.

Report for duty on time and in the proper uniform as per current uniform specification.

Display a positive and professional attitude in all contacts with the public and other agencies.

Accept and respond to all lawful orders by superiors without hesitation or argument.

Treat all fellow employees with dignity and respect.

Communicate all necessary operational information to the Wildfire Prevention Manager.

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Obey all District policies and directives and ensure compliance by all employees.

Support and follow the Chain of Command.

Support the goals, mission and values of the organization and make them your goals, mission and values.

Discuss with your supervisor any problems, personal or work related, that have the potential of affecting your ability to do your job. Don't delay, discuss concerns as they arise.

Be a positive role model to all employees. Lead by example.

Identify situations which may impact the organization and bring them in a timely manner, along with recommendations, to the attention of the Wildfire Prevention Manager.

Act as District representative to outside agencies and community groups as directed by the Wildfire Prevention Manager.

Report any instances of known or perceived workplace harassment immediately.