



Cow Creek Government Office

Wildfire Mitigation Specialist

Job Code: 1260
Department: Administration
Location: Roseburg
Minimum Hourly: \$38.07

POSITION PURPOSE:

The Wildfire Mitigation Specialist leads the development, coordination, and administration of wildfire programs, policies, and practices to ensure that wildfire protection is of the highest priority related to Tribal safety and resiliency. The Wildfire Mitigation Specialist position is located within the Department of Safety and Emergency Services and reports directly to the Emergency Management Director.

ESSENTIAL FUNCTIONS:

- Develops and implements short- and long-range wildfire protection strategies, objectives, policies, and priorities related to Tribal safety and resiliency.
- Develops and revises rules, policies and procedures related to wildfire protection and preparedness.
- Advises the Public Safety team on wildfire protection and related public safety and preparedness policies and issues.
- Evaluates programs for effectiveness and accomplishment of goals and makes recommendations to changes in programs to meet Tribal goals.
- Develops, reviews, approves, and revises operational and standard operating procedures, policies, and processes.
- Interprets, explains, and provides guidance on enforcement of applicable policies, procedures, and rules.
- Coordinates as a liaison for interdepartmental and interagency issues, projects, and protocols.
- Serves on committees and boards and attends community meetings as a representative on wildfire related matters.
- Advances CCBUTI as a leader and model for wildfire mitigation and related sustainability practices.
- Manages wildfire mitigation programs that include, but are not limited to Home Ignition Zone Assessments

- Creates education programs for Tribal members and businesses, such as:
 - Pile burning
 - Prescription burns
 - Defensible space
 - Home hardening
- Attends community meetings as needed.
- Writes grant applications for financial support of Tribal programs.
- Seeks educational opportunities to increase skill set to accomplish goals.
- Assists Fire Chief in managing the Tribe's Emergency Management program.
- Tracks and ensures all operational personnel have appropriate and
- Performs other job-related duties as assigned.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university with major coursework in a field related to the job, plus four (4) years of wildfire policy and/or protection-related experience;
OR,
Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job training.
- FEMA IS-100, IS-200, IS-700
- NFPA Home Ignition Zone training (will be provided upon hire)
- NFPA Assessing Structural Ignition Potential training (will be provided upon hire)
- Current concepts of wildfire protection and preparedness, particularly those related to the wildfire impacts to public safety, County properties, and private development.
- Development processes and regulations.
- Wildfire mitigation issues and program sustainability trends.
- Governmental processes and relationships impacting and affected by wildfire mitigation program activities.
- Federal, State, and Local laws and ordinances.
- County practices, policies, and procedures.
- Reporting concepts and preferred business practices impacting and affected by wildfire mitigation program activities and/or wildfire public education impacts and mitigation management.
- Project management and internal control concepts and practices.