

# CITY OF BIG BEAR LAKE

## CLASS SPECIFICATION

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**Class Title:** Fire Fuels Program Coordinator      **Class Code Number:** 0060

**Position Designation:** Professional      **Division:** City

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### **General Purpose of Position**

The purpose of this position is to oversee the planning, organizing and coordination of issues related to the City's Community Wildfire Protection Plan, Defensible Space, Vegetation Management and Urban Forest Health Plans. Develops, organizes and coordinates public relations and education programs to inform the public on the activities, services and objectives of the codes and ordinances as they relate to fuels reduction and defensible space. Investigates and facilitates compliance of potential violations of codes, ordinances, and regulations in the community as they relate to fuels reduction and defensible space requirements. Administers the full range of activities required to submit and support grants and donations. Additional duties as assigned. This position is a City position which reports to the Fire Chief or designee.

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### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Chief Fire Chief or designee. May exercise general direction administrative support staff.

### **ESSENTIAL FUNCTIONS**

*Class specifications are intended to present a descriptive summary of the range of duties and responsibilities performed by employees in the classification. Specifications are not intended to reflect all duties performed within the classification.*

- Develops, organizes and coordinates public information, public relations and public education programs related to healthy forest practices
- Prepares, edits, and submits public information releases to newspapers, television and radio stations, and other news media relating to healthy forest practices in a timely manner.
- Prepares and disseminates reports, pamphlets and brochures relating to healthy forest programs and defensible space programs
- Creates and presents quality public informational addresses on current and proposed projects and services related to healthy forest practices.
- Coordinates with City staff to ensure consistency and conformity with the City's public relations program.
- Keeps management and the public apprised of projects, challenges and opportunities.
- Performs site plan reviews to allow for appropriate modifications to ensure tree conservation and defensible space measures are achieved.
- Site plan review for new construction and remodels is provided in a timely and consistent manner in accordance with healthy forest practices.
- Interpretations are explained to appropriate parties in a timely manner.

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- Defensible space compliance activities are carried out to ensure conformity with all applicable codes, ordinances and regulations to mitigate complaints and ensure all conditions are met.
- Cases are prioritized and scheduled in a professional manner according to severity of violation and consideration of safety issues.
- Responsible parties are notified of violations in accordance with City procedures.
- Violation issues are resolved informally through education and consultation whenever such actions are appropriate.
- Notifications of violations are prepared and delivered in a timely manner.
- Proper documentation is prepared and maintained on all compliance cases.
- Active cases are reviewed on a regular basis and cleared in an expedient manner.

### **QUALIFICATIONS**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:** An Associate's Degree in Forestry Management or related field and two (2) years of experience. Public sector experience is required for this position.

**Experience:** Two (2) years related experience is preferred.

**License/Certificate:** Valid Class C California Driver's License within one (1) month of appointment is required.  
PC 832 certification is required within one (1) year of appointment.

### **KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS**

#### **Knowledge of:**

- Codes, ordinances, laws and regulations requirements.
- Forest fuels management practices.
- Defensible space management practices.
- Principles, practices and techniques of the City's Community Wildfire Protection Plan, Defensible Space, Vegetation Management and Urban Forest Health Plans.
- Principles, practices and techniques used to develop, plan and coordinate an effective comprehensive public information program.
- Skills necessary to interact appropriately with the public.
- Principles, practices and techniques used for grant research, application and management.
- Methods and techniques of public administration research, analysis and report preparation.
- Established City policies and procedures.
- Principles of budget preparation and control.

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- Principles and practices of personnel administration.

### **Ability to:**

- Skills necessary to interact appropriately with the public.
- Exercise sound judgment, be able to plan, be well organized, have excellent verbal and written communication skills, work well under pressure, be proactive, flexible and cooperative.
- Be accurate, timely, discreet and able to maintain confidentiality on appropriate issues.
- Effectively administer assigned programs and perform both complex and routine assignments with accuracy.
- Understand, interpret and explain laws, regulations, policies, practices and procedures.
- Analyze information, draw valid conclusions and make recommendations.
- Interact with a variety of personnel and achieve the confidence of others.
- Elicit and maintain cooperative work relationships; communicate effectively both verbally and in writing and conduct effective meetings.
- Supervise, train and evaluate employees.
- Provide administrative and professional leadership and direction for staff.

### **Skill to:**

- Operate modern office equipment, including computer equipment.
- Operate a motor vehicle safely.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may require extended periods of sitting. Light lifting (up to 25 lbs.) is required occasionally. This position requires manual manipulation of a keyboard, phone and other standard office machines. The position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **WORK ENVIRONMENT**

Most of the work for this position will be performed indoors in an office and involve exposure to moderate levels of noise. Infrequently, outdoor work (observations, interviews, etc.) will be required. Outdoor conditions vary from hot to extremely cold temperatures. Outdoor work may involve exposure to wind, rain, snow and high levels of noise.