

Vegetation Management Specialist (Full Time – Limited Term)

Under supervision, the Vegetation Management Specialist assists with the Novato Fire District's wildfire prevention efforts by assisting with the planning and implementation of vegetation treatment projects to improve wildfire safety and minimize risks; assists with the evaluation and development of vegetation management strategies; directly supports crews in the field who are carrying out vegetation management projects; performs related work as assigned.

- 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. Support planning and implementation of vegetation treatment projects including, but not limited to, chipper program, defensible space adjacent to homes and communities, roadside vegetation management, shaded fuel breaks, and prescribed herbivory operations to improve wildfire safety and minimize risks.
- b. Assist Vegetation Management Program Manager in preparing environmental compliance documents and permit applications.
- c. Conduct nesting bird surveys during the nesting bird season and/or other biological resource surveys ahead of vegetation management activities.
- d. Assist in field survey coordination with environmental consultants.
- e. Visit project sites before, during, and after project implementation to support compliance with best management practices and mitigation measures; document compliance with best management practices and mitigation measures.
- f. Assist in the monitoring of MWPA-funded projects.
- g. Support crews in the field carrying out defensible space and home hardening.
- h. Prepare accurate graphics, records, and reports; maintain accurate records and files in electronic tracking system.
- i. Assist management staff in developing the scope of work for operational contracts, soliciting bids and proposals, and reviewing the work of contractors or consultants.

Physical Conditions:

Primary functions require sufficient physical ability and mobility to work in an office and field setting; to hike in hilly areas with uneven footing; to walk, or sit for prolonged periods of time;

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:

- Principles, practices, and techniques of biological and/or ecological projects, vegetation, and land management, and wildfire mitigation
- 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.
- Map reading, including topography and basic GIS.
- Office procedures, methods, and equipment, including Microsoft Office and Google suites, with the specific ability to efficiently use and develop email, calendars, databases, slide decks, and word processing
- Preparing and presenting public information, teaching, and public speaking
- English grammar, spelling, vocabulary, and report writing

Abilities:

- Work within a team environment, be self-motivated, and complete independent tasks in a timely manner
- Detect deviations from regulations and standard safety practices
- Read and interpret site plans and vegetation management plans
- Direct vegetation (or other) crews to comply with ordinances, regulations, environmental best practices, and other requirements
- Advise vegetation management within wildfire mitigation projects and avoidance of special status plants, animals, or cultural resources
- Exercise judgment, suggest alternatives, and negotiate compliance strategies with crews, project proponents, partner agencies
- Operate a variety of office equipment, including computer terminals and necessary computer programs
- Express ideas and communicate clearly and concisely, both orally and in writing
- Deal tactfully and cooperatively with property owners, the public, and partner agencies to provide a high level of customer service
- Establish and maintain cooperative working relationships with those contacted in the course of work, such as property owners, contractors, partner agencies, the general public, a variety of stakeholders, and Marin Wildfire Prevention Authority staff

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:

The equivalent of an associate degree in biology, ecology, environmental studies, environmental planning, natural resource or watershed management, fire ecology, fire science, or a closely related field. Additional experience as listed below may substitute for the required education on a year for year basis.

Experience:

One (1) year 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)