



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** 3-2-17

**Staff Contact:** John Arneson, Acting Fire Chief

**Agenda Title:** Discussion and possible action to approve the creation of a full-time Wildland Fuels Management Officer (Unc. P1) position as outlined in the Southern Nevada Public Land Management Act grant approved by the Board of Supervisors on November 17, 2016. (jarneson@carson.org)

**Staff Summary:** On November 17, 2016, the Board of Supervisors accepted two SNPLMA grants in the amount of \$2,102,289.00 for the implementation of a fuels reduction program. The Carson City Westside Hazardous Fuels Collection Project grant (\$1,999,900.00) provides money for the City to hire a full-time Wildland Fuels Management Officer position who will manage the program and supervise the eight wildland fuel crew members, the squad boss, and the crew supervisor who will perform the work.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 15 minutes

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## **Proposed Motion**

I move to approve the creation of a full-time Wildland Fuels Management Officer (Unc. P1) position as outlined in the Southern Nevada Public Land Management Act grant approved by the Board of Supervisors on November 17, 2016.

## **Board's Strategic Goal**

Safety

## **Previous Action**

The Board of Supervisors accepted the SNPLMA Carson City Hazardous Fuels Reduction Project grant in the amount of \$1,999,900.00 and the SNPLMA Carson City Westside Hazardous Fuels Collection Project grant in the amount of \$102,389.00 on November 17, 2016.

## **Background/Issues & Analysis**

On November 17, 2016, the Board of Supervisors accepted two SNPLMA grants in the amount of \$2,102,289.00 for the implementation of a fuels reduction program. The Carson City Westside Hazardous Fuels Collection Project grant (\$1,999,900.00) provides money for the City to hire a full-time Wildland Fuels Management Officer, an unclassified, Grade P1 position. The position will manage the fuels reduction program and supervise the ten member part-time staff.

## **Applicable Statute, Code, Policy, Rule or Regulation**

N/A

## **Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number: SNPLMA Fuels Reduction Grant/275-2508-422.01-01

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: The Wildland Fuels Management Officer position will be funded by the Carson City Westside Hazardous Fuels Collection Project grant. The grant was accepted by the Board of Supervisors on November 17, 2016 in the amount of \$1,999,900.00.

**Alternatives**

N/A

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)



## JOB DESCRIPTION

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<b>JOB TITLE:</b> Wildland Fuels Management Officer	<b>FLSA:</b> Exempt
<b>DEPARTMENT:</b> Fire	<b>GRADE:</b> P1
	Grant Funded
<b>REPORTS TO:</b> Fire Prevention Captain	<b>DATE:</b> January, 2017

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### **SUMMARY OF JOB PURPOSE:**

Under the general supervision of the Fire Marshal, performs a variety of technical inspections to ensure compliance with the City's fire prevention codes and regulations; manages fuels reduction projects on public and private property; develops work flow/ work plans for various projects; develops burn plans in accordance with local/ state and federal laws and regulations; and participates in public awareness events. Will be supervising seasonal Wildland Firefighters when performing fuels reduction and vegetation management projects.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Performs assessments of public and private property related to hazardous fuels;
- Educates property owners on hazardous fuel reduction methods, codes, ordinances;
- Coordinates disposal/removal of bio mass from hazardous sites; and enforces fire prevention codes and ordinances.
- Develop fuel reduction plans and prescriptions.
- Monitor, evaluate and provide recommendations for appropriate vegetation resource protection and use.
- Develop and administer contracts for fuels reduction projects with consultants and contractors; inspect work performed for compliance; approve completed work.
- Develop and administer grants for fuels reduction and vegetation management projects.
- Represents the City in various advisory boards, committees and commissions.
- Participate in public information meetings, respond to written and telephone inquiries from the public on issues and questions associated with assigned duties.
- Provides information to property owners, their representatives, the public and others regarding City projects and initiatives.
- Organizes own work, sets priorities and meets critical deadlines.
- Supervises and oversees activities of assigned staff; makes work assignments; flows-up on assignments, creates work schedules; responds to, and assists, officers with calls for service; handles citizen complaints.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

**ESSENTIAL FUNCTIONS con't.:**

- Demonstrates courteous and cooperative behavior when interacting with elected officials, public and City staff; acts in a manner that promotes harmonious and effective workplace environment.

**QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

**Education and Experience:**

Bachelor's degree in botany, forestry, natural resource management or a related field; AND two (2) years of professional experience in natural resource management, fuels reduction and/or vegetation management; OR an equivalent combination of education, training and experience as determined by Human Resources.

**REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- A valid driver's license

**Required Knowledge and Skills**

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Policies and procedures of the Department and program.
- Fuels reduction and vegetation management practices.
- Use of specified computer applications involving word processing, data entry and/or standard report generation.
- Use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Maps and Geographic Information Systems.
- Business arithmetic; applicable regulations, policies and statutes.
- Business letter writing and the standard format for typed materials.
- Grant reporting and grant administration.
- Supervisory
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Negotiating and administering contracts and inter-local agreement.
- Reading, interpreting and explaining rules, policies and procedures.
- Reading typographical maps and utilizing geographic information system software for reading maps.

**Required Knowledge and Skills**

Skill in (con't.):

- Organizing, maintaining and researching office files.
- Composing correspondence independently or from brief instructions.
- Compiling and summarizing information and preparing periodic or special reports.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with city staff at various levels, the public, in person and over the telephone.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

**SUPERVISION RECEIVED AND EXERCISED:**

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Incumbents are not required to apply theory or to use their own judgment. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions, external environments, and steep elevations. Mobility to work in a rugged field environment, traveling across uneven terrain and up and down steep slopes.

**CONDITIONS OF EMPLOYMENT:**

1. This classification is considered Unclassified. Unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.
2. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
3. This position requires working evenings and/or weekends.
4. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
5. Employees may be required to complete Incident Command System training as a condition of continuing employment.
6. New employees are required to submit to a fingerprint based background investigation which cost the new employee \$52.25 and a drug/alcohol screen which costs \$20.00. Employment is contingent upon passing the background and the drug/alcohol screen.
7. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at [www.ucis.gov](http://www.ucis.gov).

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**“Carson City is an Equal Opportunity Employer”**

# Wildland Fuels Reduction Program Carson City Fire Department

