

**Job Description**  
Butte County Fire Safe Council (BCFSC)  
Field Coordinator

**Because BCFSC is a grant-funded organization all positions are considered “at-will”. Positions that are directly dependent on grant monies are subject to elimination based on lack/discontinuation of funding.**

**FLSA: Non-Exempt**

**Position Summary:**

Work directly with the Executive Director who is the chief administrative officer of the organization and Program Manager. Assist in implementing fuels reduction, timber removal and other fire safety projects, provides education and coordination in the field including:

- 1) Fuels Reduction Projects
- 2) Timber and Biomass Removal
- 3) Firewise Community Education
- 4) Chipper Program
- 5) Residents Assistance Program

**Essential Job Functions:**

1. Work under the direct supervision of the Executive Director, Assistant Director or Program Manager on daily and weekly work assignments.
2. Work as a team member in accomplishing Butte County Fire Safe Councils Vision, Mission and Goals.
3. Implement Fuels Reduction and Forest Health Projects by flagging boundaries, scheduling and overseeing contractor and crew work, educate adjoining property owners, assist in grant reports based on field information and produce maps.
4. Meet with community members at their home with the purpose of enrolling them in programs and providing wildfire safety education.
5. Work directly with:
  - a) Recruit and work with Fire Safe Council volunteers in their community.
  - b) Program Contractors and Butte County Sheriff Crews by scheduling and overseeing work safety.
  - c) Fire Safe Council partners such as CALFIRE, BLM and USFS etc.
  - d) Community members by providing wildfire safety education presentations as needed.
6. Report daily to Program Manager or Executive Director on Program accomplishments and success stories.
7. Assist in:
  - a) Tracking Volunteer hours of residents and volunteers.
  - b) Tracking of Contractor invoices.
  - c) Implementation of Safety Policies and Procedures as needed for the IIPP including, Material Safety Data Sheets etc., Volunteer Manual Safety and Vehicular Safety.
  - d) Development of program procedures as needed.
  - e) Documentation of photos, acres treated, success stories and safety procedures.
  - f) Distribution of wildfire safety education handouts and other materials.

8. Other duties as identified.

**Required Knowledge, Skills and Abilities:**

- Skill exercising good judgment in analyzing and solving problems.
- Ability to maintain a high level of confidentiality.
- Ability to meet deadlines and produce accurate work under pressure and in a fast-paced environment.
- Proficiency in the use of Microsoft Office applications such as Outlook, Word, Excel.
- Ability to work independently and problem solve with minimal supervision.
- Skill in strategic thinking expertise as well as the ability to plan and execute tactical strategies to implement company objectives.
- Skill in internal and external communication techniques.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in establishing and maintaining effective working relations with co-workers.
- Ability to work in a participative team setting and have strong facilitation skills.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Ability to maintain a professional appearance, as compared to executive level employees in both the public and private sector.

**Minimum Qualifications:**

- High school diploma or equivalent (GED certificate).
- Experience with Fuels Reduction and Wildfire Safety, Safety Policy Implementation, Community Building and Outreach (related experience will be considered on a case-by-case basis).
- A valid State of California Driver's License is required. Must be able to arrange for personal transportation from one location to another during and as part of carrying out duties and responsibilities of this position. Some overnight travel (with notice) may be required.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed primarily in the field with some office work; involves the potential exposure to hazardous weather; some non-standard work hours are required.
- May be exposed to hazardous chemicals, drugs, and infectious and communicable diseases.
- May be required to lift and carry items weighing up to 25 pounds.

**Equipment and Tools Utilized:**

- Equipment utilized includes motor vehicle, chainsaws, skid steer, chipper, personal computer, copier, calculator, fax machine, smartphone device and standard office equipment.

*Limitations and Disclaimer*

*Employees are required to follow job-related policies and procedures and perform job duties as requested by their supervisor in compliance with Federal and State laws.*

*Essential job functions, as defined under the Americans with Disabilities Act, may include any of the above tasks, knowledge, skills, and other characteristics. The list above is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks. Essential functions are listed at minimum levels of knowledge, skills and/or abilities, which may exclude individuals who pose a significant risk to health and safety of themselves or other employees, Butte County Fire Safe Council will make all possible modifications to reasonably accommodate individuals with disabilities.*

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date