

Job Description

Butte County Fire Safe Council (BCFSC)
Fuels Reduction - Fuels Crew Member

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:

Participate in basic labor to protect property through defensible space, 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

The position requires extensive outside the office travel within Butte County.

Essential Job Functions:

1. Assist in implementing fuels reduction, timber removal and other fire safety projects
2. Coordinate traffic control: Using hand signals and direction signs to direct traffic around fuels reduction work sites; Communicating with other flaggers using hand-held radios to direct two-way traffic onto a single lane; Informing the fuels reduction crews of any traffic issues that may affect their safety; Appropriately positioning warning and detour signs around work sites as needed; Setting up barricades and traffic cones along work sites to cordon off certain areas; Removing all signs, barricades, and traffic cones upon completion of fuels reduction work; Assisting the fuels reduction crew in the removal of rubble, debris, and hazardous materials—as well as assisting fuels reduction crew with fuels reduction work as needed; Recording the license plate numbers of motorists who neglect to obey traffic signs and directions.
3. Work with all BCFSC staff to accomplish the organizations mission, vision, values, and goals.
4. Aid existing fire safe community efforts and encourage communities and individuals to get involved in fire safe activities.
5. Work within established guidelines, procedures, and processes to maintain compliance with current Federal, State, and local directives, and policies.
6. Participate in a variety of team meetings and partner meetings.
7. Assist with disaster recovery efforts related to wildfires in Butte County.
8. Perform other related duties as identified and assigned.

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.
- 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 council objectives.
- 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.

Minimum Qualifications:

- High school diploma or equivalent (GED certificate).
- Experience with communication and organization between multiple groups and community members.
- 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.

Desired Qualifications:

- Skills with Timber Harvest, Fuels Reduction Projects, Community Building and Outreach (related experience will be considered on a case-by-case basis).
- Prior traffic control or road construction flagging experience

Environmental Factors and Conditions/Physical Requirements:

- Outdoor work required; involves the potential exposure to hazardous weather; some non-standard work hours may be 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, chainsaw, skid steer, chipper, personal computer, smartphone device, copier, calculator, fax machine, and standard office equipment, traffic control signage and gear.

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