

## **COLUSA COUNTY OFFICE OF EDUCATION**

**CATEGORY: CLASSIFIED**

**CLASSIFICATION: EDUCATIONAL SERVICES**

**JOB TITLE: WILDLAND FIRE ACADEMY ASSISTANT**

### **BASIC FUNCTION:**

Under direction of the Assistant Superintendent or designee, assist in coordinating the CAL FIRE Basic Wildland Fire Academy cadet preparation and training.

### **REPRESENTATIVE DUTIES:**

Promote community education on Basic Wildland Fire Education and related issues. **E**

Assist in preparing curriculum for cadets to complete basic wildland fire certifications. **E**

Assist in training for cadets to complete basic wildland fire certifications. **E**

Assist with the recruitment and selection of members for the Basic Wildland Fire Academy according to CAL FIRE guidelines. **E**

Promote collaboration amongst providers, agencies, businesses, organizations and community collaborative partners to foster partnerships designed to meet cadet certification needs. **E**

Assist in reviewing CAL FIRE programs to determine if identified priorities are being met. **E**

Work with the Wildland Fire Academy Coordinator in determining the separation of duties. **E**

Assist in providing leadership and collaboration with related community partners in planning, facilitating, and implementing events relating to the goals of the program. **E**

Collaborate with leadership team and collaborative parties to plan and provide training in an effort to promote and maintain basic wildland fire education for adults within the county. **E**

Attend and coordinate various meetings, trainings, workshops, and other meetings to represent and support the effectiveness of the Wildland Fire Academy. **E**

Promote and ensure program agreements are maintained and met. **E**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Practices, techniques, principles of basic wildland fire and certifications.

Laws and regulations affecting basic wildland fire.

Basic Wildland Fire Academy certification regulations

Computer hardware and software in order to perform word processing, information retrieval and maintenance of data

Principles of providing effective training and technical assistance

**ABILITY TO:**

Plan and organize work

Seek out community resources

Establish and maintain effective relationships with agencies, organizations, providers, government entities, and the community.

Read, interpret, apply and explain rules, regulations, policies and procedures

Effectively communicate orally and in writing

Work independently with little direction

Lift and carry objects weighing up to 40 pounds

Operate computer to maintain data

Operate a variety of office equipment to perform assigned duties

Operate a vehicle to conduct work

**EDUCATION AND EXPERIENCE:**

High School Diploma and some college coursework in Fire Science or related field; Minimum of one year experience with CAL FIRE Programs; Minimum five years of experience in fire fighting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License

Proof of the following immunizations: PPD-1<sup>st</sup> and 2<sup>nd</sup>, Tetanus (current within 10 years) and Hepatitis B Series 1-3.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and field

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information on the telephone or in person; make presentations

Seeing to review, distribute and type materials

Standing and sitting for extended periods of time

Dexterity of hands and fingers to operate computer keyboard and standard office equipment

Reaching overhead, above the shoulders and horizontally to retrieve and store materials

Bending at waist, kneeling and squatting

Lifting, pushing, pulling and carrying objects weighing up to 40 pounds

Driving a vehicle to conduct work

**HAZARDS:**

Potential for contact with blood-borne pathogens and communicable diseases

**Employee Group:** Classified - Unrepresented

**FLSA Status:** Non-Exempt

**Salary Schedule:** 99

**Approval Date:** January 2020