

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: CLASSIFIED

CLASSIFICATION: EDUCATIONAL SERVICES

JOB TITLE: WILDLAND FIRE ACADEMY COORDINATOR

BASIC FUNCTION:

Under direction of the Assistant Superintendent or designee, coordinate the CALFIRE Basic Wildland Fire Academy and assist with cadet preparation and training.

REPRESENTATIVE DUTIES:

Promote community awareness of basic wildland fire education and related issues. *E*

Schedule meetings, trainings, prepare curriculum, distribute correspondence, communication, and prepare cadets for completing of the 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*

Review CAL FIRE programs to determine if identified priorities are being met. *E*

Seek out participation to assist with Wildland Fire Academy activities. *E*

Work with Wildland Fire Academy Assistant in determining the designation of Coordinator and Assistant duties. *E*

Provide cadets and staff with orientation, trainings, and updates in order to maintain an effective academy. *E*

Provide 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*

Collect, analyze, and update data to meet adult education mandates. *E*

Provide reports to County Superintendent of Schools as needed. *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

Maintain records and prepare reports

Effectively communicate orally and in writing

Work independently with little direction

Lift and carry objects weighing up to 40 pounds

Operate computer to complete reports and maintain data

Operate a variety of office equipment to perform assigned duties

Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Associates degree or higher in Fire Science or related field; four years experience with CAL FIRE Programs; experience with project development or other leadership role.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

Proof of the following immunizations: PPD-1st and 2nd, 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