

## **DEFENSIBLE SPACE INSPECTOR SUPERVISOR**

### **DEFINITION**

Under direction, supervises, plans, and coordinates the activities of Defensible Space Inspectors engaged in the enforcement and implementation of the County's Code of Ordinances, Chapter 8.09. The position entails significant responsibility for the day-to-day operations and supervision of staff assigned to the Defensible Space Program, advanced inspection tasks, training, and coordination with local and state fire agencies and other stakeholders. Performs complex defensible space inspections and assists in the development and delivery of related educational programs. Maintains and reports on data critical to the success of the County's Defensible Space Program.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned management personnel. Exercises supervision over Defensible Space Inspector staff including technical and functional supervision, performance evaluations, and the selection of staff.

### **CLASS CHARACTERISTICS**

This is a supervisory classification that oversees the work of Defensible Space Inspectors and coordinates comprehensive county-wide Defensible Space Program initiatives aimed at reducing wildfire risks. Unlike lower-level inspectors, this role involves strategic planning, program evaluation, extensive interagency collaboration, and leadership in program development and public safety education.

### **EXAMPLE OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Supervises the daily operations of defensible space inspectors, including scheduling, assigning, and prioritizing inspections and ensuring adherence to local, state, and federal regulations.
- Develops, implements, and evaluates policies, procedures, and standards for the inspection program; recommends improvements based on current fire prevention research and practices.
- Coordinates and collaborates with other departments, local and state fire agencies, and community organizations to enhance the effectiveness of defensible space initiatives.
- Reviews and approves inspection reports, ensuring detailed documentation and compliance with all applicable guidelines.
- Leads the training and development of inspection staff, focusing on advanced defensible space techniques, customer service, and enforcement protocols.
- Represents the County in meetings with governmental agencies, community groups, and the public; presents program goals and educates the community about the County's Defensible Space Program and general wildfire prevention strategies.
- Manages the collection, analysis, and reporting of operational data to evaluate program effectiveness and inform strategic planning.

### **QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Advanced principles of forestry, fire science, and fire hazard reduction, specifically tailored towards supervisory and management roles in public safety and defensible space.
- Strategies for effective leadership, supervision, and team building, particularly in the context of high-stress and high-stakes environments such as wildfire prevention.
- Comprehensive understanding of local, state, and federal laws and regulations related to defensible space, fire prevention, environmental protection, and public safety.
- Interagency coordination techniques and the roles of various stakeholders in wildfire prevention and land management, including local and state fire agencies, and community groups.
- Advanced project management principles, including program evaluation, strategic planning, and resource allocation.
- Current trends and developments in fire prevention and wildfire risk reduction, including technological advancements in inspection tools and methods.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance objectively and positively.
- Strategically plan, direct, and integrate program activities with broader county goals, working collaboratively with other departments and external agencies to enhance program effectiveness and reach.
- Make complex decisions and solve problems effectively under pressure, particularly in interactions with the public or staff in stressful conditions or when adapting to regulatory or environmental changes.
- Manage or assist with managing contracts and agreements with vendors, contractors, and partner agencies, ensuring compliance with legal and procedural standards.
- Develop, implement, and assess public education and outreach programs that effectively communicate defensible space requirements and wildfire prevention strategies to diverse audiences.
- Prepare comprehensive and analytical reports and presentations that inform decision-making by county executives, public safety officials, and community leaders.
- Utilize advanced technology and software for data management, geographic information systems (GIS), and operational analytics to enhance the effectiveness and efficiency of the Defensible Space program.

**Education and Experience:**

*A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.*

Graduation from high school or equivalent; AND three (3) years of experience in defensible space inspection, fire prevention, forestry management, fire safety, code enforcement, or a related field. One (1) year of the required experience must include experience in a supervisory or leadership role working with fire safety programs, team coordination, and project management.

OR

Equivalent to an Associate of Arts degree in Forestry, Fire Science, Environmental Science, or a related field; AND One (1) year of experience in defensible space inspection, fire prevention, forestry management, fire safety, code enforcement, or a related field. Six (6) months of required experience must be in a supervisory or leadership role working with fire safety programs, team coordination, and project management.

## **Licenses and Certifications:**

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

The following certifications are required, but candidates may obtain them before the completion of the probationary period. Alternative Qualifications: Similar certifications or training programs to those listed below that can be demonstrated to provide equivalent knowledge and skills may be accepted, provided the coursework is of comparable scope and intensity:

- Possession of a California Department of Forestry and Fire Protection – Defensible Space Inspector Training Certificate.
- Possession of a National Fire Protection Association – Assessing Wildfire Hazards in the Home Ignition Zone Certificate
- Possession of a Certificate of Completion from the Tahoe Regional Planning Authority – Defensible Space Assessor Training.

## **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to work in confined spaces and around animals, to backpack over rough, uneven, rocky, and steep terrain, to operate varied hand equipment, and to operate a motor vehicle and visit various urban and rural locations within the County; vision to read printed material and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials, animals, and objects weighing up to 80 pounds, or heavier weights with the use of proper equipment and assistance from other staff. Reasonable accommodations will be made for individuals on a case-by-case basis.

## **ENVIRONMENTAL CONDITIONS**

Employees work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, dangerous animals, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

## **WORKING CONDITIONS**

Must be willing to work alone or with others in remote or isolated areas. Must be willing to work evenings, nights, and other off-shift hours.