



MAY 2021  
FLSA: NON-EXEMPT  
Bargaining Unit: GE  
JCN: 4610

## **SR. DEFENSIBLE SPACE INSPECTOR**

### **DEFINITION**

Under general direction, leads, trains, schedules, oversees, and participates in the more complex and difficult work related to the County's Vegetation Management and Defensible Space Ordinance; Coordinates defensible space activities with other County divisions and departments, as well as local fire agencies and fire prevention/vegetation management partners; conducts defensible space inspections; assists with the presentation of education programs to the public; maintains records and applicable databases on defensible space inspections; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned supervisory or management staff. Exercises technical and functional direction over and provides training and guidance to lower-level staff.

### **CLASS CHARACTERISTICS**

This is the advanced/lead-level classification in the Defensible Space Inspector class series that performs the full range of inspection duties related to the County's Vegetation Management and Defensible Space Ordinance. In addition to providing technical and functional direction to lower-level staff, incumbents work under general supervision and exercise a high level of discretion and independent judgment in performing the full range of routine to complex tasks.

This class is distinguished from the Defensible Space Inspector II in that the latter performs journey-level defensible space inspections but does not lead the work of other staff or coordinate defensible space activities with other divisions, departments, local fire agencies, and fire prevention/vegetation management partners.

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

- Plans, schedules, prioritizes, and assigns inspections in consultation with the Program Manager, other County departments, local fire agencies, and fire prevention/vegetation management partners; communicates the status of inspections to appropriate staff; works cooperatively to schedule inspections in accordance with established priorities.
- Provides technical and functional direction to lower-level staff; reviews and controls quality of work; participates in performing complex vegetation inspection and enforcement duties.
- Trains employees in work principles, practices, methods, policies, procedures, and applicable federal, state, and local laws, rules, codes, and regulations.
- Assists in the implementation of goals, objectives, policies, procedures, and work standards, including recommending improvements; assists in developing work plans and procedures.
- Conducts defensible space inspections; monitors enforcement activities and conducts follow-up inspections.
- Interprets, applies and enforces the County's Vegetation Management and Defensible Space Ordinance and its regulations.
- Maintains comprehensive records of inspections related to vegetation management activities, including pictures of work performed and associated records.

- Coordinates with Local Fire Districts and CalFire to enforce the County's Vegetation Management and Defensible Space Ordinance.
- Completes data input and analysis of a variety of information related to vegetation management activities and makes recommendations to management on enhancements.
- Prepares notices and correction letters that outline vegetation management compliance issues and deficiencies, which outline correction methods, time limits, and necessary remedial work.
- Conducts meetings with homeowners regarding inspections and provides information on defensible space options with the intent to achieve compliance with the ordinance.
- Monitors enforcement activities and conducts follow-up inspections
- Assists in the enforcement activities in accordance with the County's Vegetation Management and Defensible Space Ordinance; appears in proceedings as needed as a County representative.
- Presents vegetation management education and outreach programs to the public.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of providing functional direction and training.
- Principles and practices of leadership.
- Defensible space, forestry, fuels management, and advanced principles, practices, and methods used in site evaluation and hazard reduction.
- Vegetation, soils, climatic conditions, and ecological factors found throughout the county.
- Advanced fire protection principles, specifically as it relates to wildland fire in the urban interface.
- Requirements of documentation and presentation of evidence.
- County and department policies and procedures related to Vegetation Management.
- Principles and practices of recordkeeping and work documentation.
- Principles and practices of work safety.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Plan, organize, and coordinate the work of lower-level defensible space inspection staff.
- Provide work direction and training in work procedures.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Conduct detailed inspections, obtain information, and provide recommendations on defensible space for property owners.
- Apply pertinent federal, state, and local laws, rules, and regulations.
- Apply County and department policies and procedures related to Vegetation Management.
- Detect fire hazards.
- Demonstrate effective customer service skills.
- Read, understand, and utilize maps.
- Prepare complete and concise documents and reports.

- Understand and follow oral and written instructions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Establish and maintain a variety of filing, recordkeeping, control, and tracking systems.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**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.*

Equivalent to graduation from high school;

AND

Six (6) months of experience performing work in forestry, environmental science, fire science, resource management or conservation which included inspecting, auditing, and/or diagnosing areas to determine if they have been adequately maintained and designed to reduce fire danger; or six (6) six months of experience at a level equivalent to the County's class of Defensible Space Inspector II.

**Licenses and Certifications:**

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.
- Possession of California Department of Forestry and Fire Protection – Defensible Space Inspector Training Certificate is desirable.
- National Fire Protection Association – Assessing Wildfire Hazards in the Home Ignition Zone, and Tahoe Regional Planning Authority – Defensible Space Assessor Training is desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, drive on surface streets, and make inspections; vision to read printed material and a computer screen; and hearing and speech to communicate in person and over the telephone. The job involves fieldwork requiring frequent walking uneven terrain and landscapes when performing inspections. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. 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 and objects weighing up to 30 pounds. Reasonable accommodations will be made for individuals on a case by case basis.

**ENVIRONMENTAL CONDITIONS**

Employees partly work in the office and partly in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing policies and procedures.