



Job Title: Prescribed Fire Program Coordinator
Reports To: Prescribed Fire Program Manager
FLSA Status: Non-exempt
Prepared Date: February 2025
Salary Range: \$28.00-\$35.00/hour

BACKGROUND

Located in beautiful Placer County, the Placer Resource Conservation District (District) seeks to fill a full-time position for a Forestry Project Manager. Resource Conservation Districts (RCDs) across California serve as local hubs for conservation, connecting people with the technical, financial, and educational assistance they need to conserve and manage natural resources. RCDs help landowners, land managers, government agencies, and others to voluntarily protect, restore, and enhance natural resources on private and public lands. A defining characteristic of RCDs is that our assistance is non-regulatory, confidential, and free.

Position Summary

The Prescribed Fire Program Coordinator is responsible for coordinating and assisting in projects related to fuels reduction, prescribed fire preparation and implementation, basic forestry, and natural resources. The role includes implementing and integrating Placer RCD's strategic plan and mission, initiating and stewarding partnerships with a large and varied group of external governmental, research, non-profit, and private partners. The Prescribed Fire Program Coordinator reports to the Prescribed Fire Program Manager. The position is an "at will", full time benefited position.

The position requires knowledge and experience in fuels reduction, the safe and legal application of prescribed fire, fire effects on native plants, community outreach, and a broad-based natural resource knowledge. It also requires funding and budget development skills, strategic thinking, collaborative leadership, and problem-solving abilities to carry out the Placer RCD's mission. The position requires a strong commitment to natural resource conservation and experience working collaboratively with a wide range of partners and community stakeholders such as RCDs, conservancies, regional agencies, NRCS, USFS, or other similar agencies or nonprofits.

Essential Duties and Responsibilities

The Prescribed Fire Program Coordinator will assist with the development of the Placer RCD's prescribed fire community outreach programs and implementation projects. To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Responsibilities include:

- Communicate progress, needs, and updates to staff, and supervisors
- Assist with budgets, reports, contracts, projections, and schedules
- Assist with grant writing, reporting, and meeting grant and contract deliverables
- Ability to work effectively with others and resolve conflicts with staff and partners
- Performs tasks related to the application of prescribed fire programs and projects including, but not limited to:
 - Strong writing skills; Developing press releases, outreach documents, burns plans, weather prescriptions, and smoke management plans
 - Conducting landowner technical assistance site visits
 - Schedule and implement prescribed burn training events including workshops and demonstration burns
 - Secure appropriate permits, and act as a liaison with applicable partner agencies and organizations
 - Inventory and maintain Placer RCD equipment for prescribed burns, ensure equipment is operable and undertake repairs if needed, develop and enforce procedures for volunteer use
 - Ensure safety of volunteers and staff with appropriate briefings and training events
 - Review and update prescribed fire procedures as necessary
 - Maintain and expand Placer Prescribed Burn Association membership
 - Coordinate and attend public and/or partner meetings and events
 - Collaborate with partners and stakeholders to develop, fund, and implement prescribed burn, natural resources, and prescribed fire outreach-related projects as needed
- Regular, predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities

This role does not have supervisory duties.

Education and Experience

- Bachelor's degree from an accredited school, in environmental planning, natural resource management, fire ecology, forestry, or a related field
- Two to four years of fire or fuels-related experience including but not limited to hand crews, engine crews, or aerial crews
- Wildland firefighting experience preferred

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The qualifications listed below are representative of the knowledge, skill, and/or ability required.

- Experience in supporting, developing, planning, implementing, and monitoring environmental, conservation, outreach, communication, and education related projects and initiatives
- Strong ability to engage a wide range of stakeholders and cultures with a variety of people, diverse interests, and temperaments
- Excellent writing and public speaking skills, strong verbal communication skills
- Highly organized and motivated self-starter with the ability to prioritize
- Planning - accurately scopes out strategic and work plan implementation; sets objectives and goals and implements appropriately; anticipates and adjusts for problems and roadblocks
- Will work across many disciplines and therefore must have technical, operational, administrative, communication, and interpersonal skills
- Advanced situational awareness and ability to remain calm under pressure
- Understanding of the Incident Command System and ability to follow an appropriate chain of command, particularly when facilitating or assisting with higher-complexity prescribed burns
- Knowledge of the application of prescribed fire, fire ecology, and related conservation practices, forestry, watershed stewardship and conservation, native and invasive flora and fauna, and basic hydrology and soil principles
- Strong computer-related skills including internet software, operating systems, Microsoft Office products including Outlook, Word, and Excel, and proficiency with ArcGIS and other mapping tools
- Experience and understanding of CEQA/NEPA processes
- Demonstrates a desire to grow and learn as a person and vocationally
- Contributes to a fun, positive, safe, and healthy workplace environment
- Displays a positive attitude, is self-directed, and motivated by Placer RCD's mission
- Offers creativity, openness to new ideas, and flexibility
- Team-oriented by accepting responsibility and ownership of projects, exercises discretion, applies trust and integrity to work and relationships, is accountable to Placer RCD's values, and is humble; admits mistakes
- Is results-oriented and process-driven
- Is inclusive and curious toward the cultures, attitudes, and personalities of others not like oneself

Certificates, Licenses, Registrations: A current driver's license and proof of auto insurance are required.

Other Skills and Abilities:

- Ability to manage multiple projects, people, and projects/programs
- Competent, safe, and proficient tool use (including chainsaws, hand tools, GPS, portable pumps, drip torches, hoses)
- Meeting facilitation, including understanding agency roles and responsibilities.
- Possess qualities of tact, patience, and understanding required to maintain and foster the long-term relationships necessary for the success of project/program coordination process
- Fire Fighter Type 2 qualifications, RT-130, and ability to pass the arduous work capacity test

Physical and Emotional Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is required to:

V – Very Often / F – Frequently / O – Occasionally / R - Rarely							
Sit	F	Use keyboard	F	Stoop, kneel, crouch or crawl	F	Hear	V
Stand	V	Use hands to feel	V	Climb or balance	F	Talk	V
Walk	V	Reach with hands/arms	V				

This work may include climbing in and out of streams, digging, lifting, carrying heavy supplies and equipment, planting, etc. during all seasons.

Must frequently lift or move up to 40 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment can range from very quiet to very noisy.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in outside weather conditions including wet, hot, cold, dusty, smoky and humid conditions. The employee frequently works near moving mechanical parts. The employee is frequently exposed to ambient air,

temperature extremes, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electric shock and vibration. The noise level in the work environment is occasionally very noisy.

Employee may need to travel on foot through dense vegetation, while negotiating steep slopes and uneven terrain. The employee may be exposed to occurrences of poison oak, other thorny vegetation and may encounter wildlife such as bears, mountain lions, rattlesnakes, stinging and biting insects for example.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BENEFITS

This position includes a generous benefits package including:

- Calpers pension (PEPRA)
- Calpers 457(b) retirement plan (optional, employee contribution only)
- 14 paid holidays annually
- 80 hours vacation time (year 1, increasing at years 2,5, and 10)
- 104 hours sick time, (annual, accrued)
- Health insurance benefits
- Vision and Dental- District paid premiums
- Employee Assistance Program
- \$50,000 Life Insurance Policy

In addition, we offer flexible work hours and telecommuting (working remotely) as approved by the supervisor. However, this position requires you live in proximity to Placer County to access field sites, and employees are expected to work in the office weekly.

APPLICATION INFORMATION

- To apply, email a cover letter, resume and three or more references to cordi@placerrcd.org.
- Priority Applications will be accepted through August 8, 2025, the position is open until filled.
- The District is an equal opportunity employer. Candidates reflecting the social and cultural diversity of California are strongly encouraged to apply.