



# Grand County

## Job Description

<b>Title:</b>	Fuels Reduction Coordinator (Grant-funded)	<b>Job Code:</b> 2907
<b>Division:</b>	Operations	<b>Effective Date:</b> 12/2024
<b>Department:</b>	Noxious Weeds Department	<b>Last Revised:</b> 12/2024

### GENERAL PURPOSE

Performs a variety of tasks related to the oversight of hazardous fuels reduction treatments.

### SUPERVISION RECEIVED

Works under the immediate to general supervision of the Noxious Weeds Department Director.

### SUPERVISION EXERCISED

May provide immediate supervision to Fuels Technicians and/or volunteers.

### ESSENTIAL FUNCTIONS

#### **Technical:**

Implements noxious weeds treatments to reduce hazardous fire fuels, utilizing all types of weed control including chemical, cultural and mechanical; Operates a variety of light duty spray and vegetation control equipment to spray noxious weeds.

#### **Administrative:**

Collects and maintains data on noxious weed infestations using Global Positioning Systems (GPS); maintains herbicide application logs and records; tracks relevant grant funding and creates reports for all work completed.

#### **Operations and Logistics:**

Creates daily plans for fuels mitigation work to be performed; conducts site visits as needed to plan for upcoming work; coordinates with partner agencies and organizations to complete cooperative projects

Maintains and prepares vehicles, tools, safety equipment, and materials as needed to complete field work.

#### **Noxious Weeds Mitigation Project Design:**

Recommends project revisions and/or new noxious weeds mitigation and fire fuels reduction projects as needed.

#### **Outreach and media:**

Supports the Noxious Weeds Department Director in performing public outreach and engagement; creates and/or promotes educational material on noxious weeds and their impacts on urban/wild land fire.

Assists with implementation of volunteer events and educational programs.

**Other:** Assists Noxious Weeds Director with other tasks as needed to fulfill the Department's operations.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor’s degree in recreation management, natural resource management, or related field;

AND

B. Two (2) years of experience performing above or related duties; OR an equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Considerable knowledge of** working in both frontcountry and backcountry settings, especially involving natural resource management and invasive plant identification and treatment; herbicide application, safety, and laws; <sup>basic</sup> workplace safety practices and the safe use of basic tools and protective equipment; urban and wildland fire; safe driving practices; and basic interpersonal communication practices.

**Skill in** working as part of a team; leadership; personnel management and program administration; plant identification; outdoor safety, especially in backcountry settings; herbicide safety; basic mechanical knowledge of vehicles; multi-tasking.

**Ability to** accurately communicate to the public and co-workers regarding invasive plant removal and treatment, both verbally and in writing; work effectively with County employees, volunteers, businesses and special event organizers; interface and coordinate with other government agencies; supervise daily work programs; supervise the compilation, analysis and preparation of invasive plant treatment reports; coordinate a variety of invasive plant mitigation projects and programs; properly use and maintain basic tools and equipment; use power tools, chainsaws, motorized and handheld spray equipment; lead volunteer work crews; direct adult and youth volunteers; hike long distances in challenging terrain and perform difficult physical labor in outdoor setting during all weather conditions; drive on 4x4 roads; camp near remote work sites.

3. Special Qualifications:

Must be at least 21 years of age. Must have Basic First Aid and CPR certification or ability to obtain within one month of hire.

Must have a valid Utah Pesticide Applicator License or ability to obtain within one month of hire.

Must possess a valid Utah Driver’s license.

Must successfully pass and maintain all requirements of criminal history background checks.

Must successfully complete pre-employment drug screening.

4. Work Environment:

Performs manual work. Work with medium to heavy weights with frequent pushing, pulling, lifting and/ or carrying that may be in difficult positions. Must be able to bend, reach, push, pull, squat climb grasp and lift 50 pounds to waist level. Work is performed outside primarily and conditions may include continuous exposure to dust, fumes, pesticides, dampness, cold, heat, pollens and organic materials, insects, vibration shaking, bouncing and all types of weather conditions; works a varied work schedule including holidays, weekends, split shifts and evenings. May be stressful, busy and fast paced, with extensive public contact.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions. I \_\_\_\_\_ have reviewed the above job description.

Date \_\_\_\_\_

(Employee)