



Promoting Wildfire Safety Through Education and Action

### **Community Chipping Program - Project Manager**

**Overview:** The Santa Barbara County Fire Safe Council (SBCFSC) is a 501(c)(3) non-profit organization with a mission to unify public and private organizations in Santa Barbara County to educate, motivate, and coordinate to minimize negative impacts associated with future wildfires. Members of the Board include current and past firefighting professionals, representatives of local government, and citizen representatives from various local communities. The Board holds monthly meetings with the goal to provide relevant information to local citizens and offer a platform for community members to become active participants in the solutions to the challenges fire poses to our wildland urban areas.

The SBCFSC is funded through donations and grants, using these funds to increase wildfire preparedness through education, planning, and mitigation projects. Recent projects have included the Eastern Goleta Valley/San Marcos Community Wildfire Protection Plan (CWPP), the Gaviota Coast CWPP, community Firewise program coordination, educational videos, and Wildfire Preparedness Expositions. Currently, the SBCFSC has secured funding from the National Fish and Wildlife Foundation to help develop a novel Regional Wildfire Mitigation Program (RWMP) along Santa Barbara County's south coast. Current staff include a RWMP Community Domain Lead, a Community Resilience Associate, and an Administrative Assistant/Communication Coordinator.

In 2022, the SBCFSC was awarded a Cal Fire Wildfire Prevention Grant to develop and implement a Fuels Reduction and Community Chipping Program over the three-year grant period.

**Position Expectations:** SBCFSC seeks a Community Chipping Program - Project Manager to plan, coordinate, and implement a fuels reduction and community chipping program along the south coast of Santa Barbara County (Hollister Ranch to Carpinteria). Since this is a new program for the SBCFSC, the Project Manager will be expected to develop the Community Chipping Program to meet the objectives outlined in the grant contract. There are Board members and staff who have existing relationships throughout the project area and with experience implementing similar programs. SBCFSC Board and staff will be available to assist the project manager throughout the process.

The selected applicant will have the following duties:

- Become the subject matter expert on the Fuels Reduction and Community Chipping Program grant
- Create a program that accomplishes grant objectives within the identified timeframes
- Establish processes to coordinate with community representatives; outreach, gauge participation, create signage, schedule, and implement the Community Chipping Program
- Prepare and coordinate contracts and operations with contractors such as developing request for proposals, creating project schedules, ensuring safety guidelines are followed, keeping daily logs, completing timesheets, and providing payment
- Communicate with homeowners and community leaders with mailers, emails, and community

- meetings to plan and implement the chipping and fuel reduction projects
- Develop methods to document and report accomplishments of fuel reduction activities
  - Provide written documentation of the program including monthly project updates to the SBCFSC Board of Directors, Quarterly Reports to Cal Fire, Cal Fire – Cal Mapper forms with written documentation for Cal Fire payments, as well as the final Cal Fire report
  - Ability to work at remote locations and in potential adverse weather conditions
  - Collaborate with SBCFSC staff and local organizations to leverage experience and look for opportunities to enhance existing programs
  - Build relationships within the community and seek opportunities to increase collaboration between SBCFSC and county residents
  - Represent SBCFSC to local and regional stakeholders
  - Assist SBCFSC staff in educating community members on the importance of wildfire preparedness and mitigation

**Desired Skills and Experience:**

- 4+ years combined experience in wildland fire management, community organization, and/or wildfire resilience planning
- Excellent verbal and written communication skills with a positive and respectful attitude
- Proficiency in Microsoft Word, Excel, and Powerpoint
- Working knowledge of Esri software (ie. ArcMap, ArcPro, ArcOnline)
- Ability to communicate factors influencing wildland fire behavior and how vegetation treatments impact fire behavior
- Knowledge of local fire history and the different wildfire mitigation projects being implemented throughout the County
- Knowledge of County emergency preparedness programs (i.e. CWPPs, Ready, Set, Go! and ReadySBC)
- Knowledge of California Fire Code, specifically as it relates to local defensible space and home hardening requirements
- Working knowledge of chainsaws and chippers
- Experience with writing and implementing grants
- Experience in developing and implementing wildfire mitigation projects
- Fluent in both English and Spanish is desired but not required

**Qualifications:**

- Current driver license with functioning vehicle – selected candidate will be required to drive their own vehicle; fuel stipend will be provided for project related activities
- Degree in fire science, emergency management, ecology, or related field is preferred

**Location:** The project location is southern Santa Barbara County, California. The selected candidate will need to be within reasonable commuting distance to the project area.

**Application Deadline:** Applications will be continuously reviewed until a suitable candidate is identified. Interviews will be on a rolling basis.

**Terms of Employment:** The position start date ASAP with a goal to begin implementing the project in

the spring of 2023. The program is funded by Cal Fire for three years (2023 – 2026). The position is to be maintained for the duration of the program with an opportunity to continue the project and position beyond 2026, if additional funding is secured.

The grant is funded for an average of 20 hours per week for the three year grant period. However, it is expected that the position will have a flexible work schedule, working between 10-40 hours a week depending on project activities. Work schedule will be negotiated with the SBCFSC Executive Committee.

**Salary and Benefits:** Negotiable/Experience dependent

**Applications:** Applicants are invited to send a cover letter illustrating their suitability based on the above position description, along with a curriculum vitae. All correspondence should be emailed and addressed to the Santa Barbara County Fire Safe Council, [sbfiresafecouncil@gmail.com](mailto:sbfiresafecouncil@gmail.com). Please include your name and “Community Chipping Program – Project Manager” in the subject line.

*The Santa Barbara Fire Safe Council is an Equal Opportunity Employer. Applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, or other status are encouraged to apply.*