



## NORTH LAKE TAHOE FIRE PROTECTION DISTRICT

866 Oriole Way – Incline Village, NV 89451-9439

(775) 831-0351 Fax (775) 831-2072 [www.nltfpd.org](http://www.nltfpd.org)

**Ryan Sommers – Fire Chief**

### Job Description

**Title:** Seasonal Defensible Space Inspector  
**Reports to:** Fuels Prevention Specialist  
**FLSA Status:** Non-Exempt  
**Schedule:** Four 10-hour days per week  
**Classification:** N/A  
**Probation:** N/A  
**Pay Range:** \$21.20 - \$30.05 /hr

#### General summary of the role

Under the direction of the Fuels Prevention Specialist, the Seasonal Defensible Space Inspector helps to coordinate, plan, and implement defensible space inspections, promote Fire Adapted Communities, aid in Fuels treatment monitoring and project layout, and undergo training for the North Lake Tahoe Fire Protection District. The Seasonal Defensible Space Inspector may serve as the primary point of contact in coordinating and hosting Defensible Space Block Parties and other outreach and educational efforts. They may work closely with the Tahoe Network of Fire Adapted Communities to promote Fire Adapted Communities within Incline Village and Crystal Bay, NV, and share knowledge and information with the larger Tahoe Network of Fire Adapted Communities. They will maintain records and database information on defensible space inspections and treatment effects and will perform other duties as assigned.

#### Job Responsibilities:

The following job tasks are representative of the position but not necessarily comprehensive of all tasks.

- Performs defensible space and construction inspections.
- Interprets, applies, and enforces defensible space codes and regulations.
- Respond promptly to inquiries from the public regarding defensible space.
- Provide accurate information about defensible space practices in a customer-oriented and service-driven manner.
- Assists in monitoring the effectiveness of Fuels reduction projects and performs data entry and analysis of field-collected data.
- Maintains records of inspections, tree removal permits, and defensible space assistance programs.
- Assist with the coordination of Fuels management education and outreach programs.
- Assists with GIS activities and projects to perform quality control and maintenance of treatment areas and associated fuel loading information. Assists in additional mapping activities as assigned.
- Provides technical assistance for the development of plans for fire mitigation in the wildland-urban interface.
- Prepares and presents oral and written reports to both internal and external groups.
- Stay updated on current trends, regulations, and best practices related to defensible space and wildfire mitigation.
- Always represent the district with a professional appearance and positive demeanor.



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### Minimum Qualifications:

- Ability to meet DSE Inspector requirements as defined by the Tahoe Regional Planning Agency Code of Ordinances within 1 month of hire date.
- Possession of a valid Nevada or California class C driver's license.
- Subject to recall based on organizational need and is subject to incident command system assignments on emergencies.

### Knowledge, Skills and Abilities:

- Ability to write technical reports, plans, and other documents that are easily understood.
- Ability to interpret, apply, and explain technical plans, laws, codes, and ordinances.
- Ability to maintain complete and accurate records.
- Proficiency in transferring collected data to computers, websites and other databases for further analysis, processing, and prompt delivery to property owners.
- Ability to conduct field data collection activities using an iPad, following established protocols and procedures.
- Ability to establish and maintain effective working relationships with fire district staff, supervisors, subordinates, other employees, the public, and outside agencies.
- Knowledge of forestry, fuels management, and the principles, practices, and methods used in site evaluation and hazard reduction.
- Knowledge of vegetation, soils, climatic conditions, pests, and their control, and ecological factors found in the Lake Tahoe Basin.
- Knowledge of fire protection principles, especially as it relates to wildland fire and prescribed fire in the wildland-urban interface.
- Knowledge of the Incident Command System.

### Working Hours:

Four 10-hr weekdays. Either Monday through Thursday or Tuesday through Friday.

### Physical Requirements and Working Conditions:

- Maintain physical abilities and stamina to perform job tasks, including vision, hearing, body mobility, manual dexterity, and ability to work in various conditions.
- Adherence to safety guidelines and protocols while operating vehicles, traversing wooded and rocky terrains, and working in both office and field environments.
- Must not pose a direct threat to themselves, others, or public safety.
- Annual physical fitness examination as per District policy. Fitness for duty exam may be required.

*The conditions herein 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 essential job functions.*

**Note: This job description is subject to change and may not encompass all duties related to the position.**