

## Texas A&M System-Wide Classification Description

**Classification Title Code/Title:** 9701 – Fuels Coordinator II

**Exempt Status:** Exempt

**Pay Grade:** 11

**Job Summary:** Administers prescribed grant programs and sub programs to private landowners. Coordinates and completes hazardous fuel reduction projects with the creation of CWPP's funded by the Mitigation and Prevention Department. Completes and maintains necessary reports related to hazardous fuels projects for the agency. Provides BMP and hazardous fuels reduction procedures and coordinates to completion with internal agency cooperators. Serves in wildland fire emergency response situations as needed.

### Essential Duties and Responsibilities

- Administers the Community Protection grant program which includes promoting associated sub-grant programs; hazardous fuel reduction projects; and creation of Community Wildfire Protection Plans (CWPP)
- Determines priorities of the sub-grant application process and evaluates grant applications and awards grants.
- Coordinates with Contract Officer and grant recipients to ensure grant contracts are in place
- Maintains communication between the grant recipients; ensures pre and post burn inspections or mechanical treatments are completed and documented.
- Completes grant reports
- Identifies CWPP priorities and provides recommendations to the Statewide WUI / Prevention Program Coordination for completion
- Coordinates hazardous fuels projects funded by the Mitigation and Prevention department.
- Evaluates proposed fuel projects for effectiveness and provides recommendations to the Statewide WUI/Prevention Program Coordinator for completion.
- Coordinates with WUI Specialists, Task Force Coordinators and Assistant Chiefs to ensure the hazardous fuels projects are completed and documented
- Provide BMP and hazardous fuels reductions procedures to internal agency cooperators.
- Completes and maintains reports on hazardous fuels projects completed by agency
- Coordinates with WUI Specialists, Task Force Coordinators, District Foresters, Assistant Chiefs and Regional Foresters to ensure the hazardous fuels projects completed by the Incident Response Department or East Texas Operations are captured and documented.
- Coordinate with WUI Specialists assigned to CWPP completion work associated with the Community Protection Grant that is documented.
- Track trends associated with the Community Protection grant program and recommend changes effecting practices and procedures.
- Teach programs conducted by WUI Specialists.

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- Assist the Statewide WUI/Prevention Program Coordinator in prescribe fire educational outreach program to citizens through providing updates on the agency web-page and providing content for use in public outreach programs conducted by WUI Specialists.
- Update BMP and hazardous fuel procedures and provide BMP and hazardous fuels reduction procedures to internal agency cooperators.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

### **Additional Responsibilities**

As assigned

### **Minimum Requirements**

*Education* – Bachelor of Science degree in a natural resource field or equivalent education and experience

*Experience* – Seven years of related experience.

### **Knowledge, Skills, Abilities**

- Satisfactory completion of requirement of FCI and FCII task books
- Excellent interpersonal skills
- Working knowledge of TXWRAP
- Ability to work independently and be self directed
- Proficient in working with a wide range of cooperators while administering prescribed programs
- Knowledgeable in hazardous fuels reduction procedures and BMP practices
- Familiar with TFS migration guide and How To Guide.
- Ability to work in wildfire and all-hazards responses by maintaining prescribed moderate fitness standard

### **Registration, Certification, or Licensure**

Valid driver's license and current NWCG Firing Boss

### **Supervision Received/Given**

Under general direction / Generally does not supervise

### **Other Requirements**

- None

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.

- Emergency Response or fire operations
  - May require working long hours with minimal rest and in primitive conditions
  - May result in exposure to emotionally stressful situations for extended periods of time
  - May require operating heavy equipment with related exposure to equipment vibrations and noise
  - Must meet Work Capacity Test fitness level requirements defined for the position
  - May become eligible for additional out of state duty in accordance with Wildland Fire Qualification System Guide (PNS 310-1) by meeting applicable fitness levels
- Forester

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- May require exposure to harsh environmental conditions such as wind, sunlight, rain and temperature extremes.
- May require walking long distances, standing for extended periods, twisting, bending, reaching, and kneeling.
- May require lifting and carrying heavy objects
- May require driving motor vehicles for long distances
- May require operating computers with monitors for extended periods of time.