



# Job Announcement

## Fire & Forestry Program Director

### Permanent Full Time Position

This is a unique opportunity to join the Mid Klamath Watershed Council's (MKWC's) leadership team. This director position plays a key role in collaborative fire and forest management with Western Klamath Restoration Partnership organizations, and has long-term funding through multiple grant sources. This position involves working to plan and implement the MKWC, Orleans-Somes Bar Fire Safe Council, and the Happy Camp Fire Safe Council programs of work, including prescribed fire, manual fuels reduction, chipping, and mechanical projects, as well as monitoring and research. Work includes outreach to landowners, partners and regulatory agencies, creation of burn plans, program staff management, facilitation of NEPA/CEQA, preparing burn plans, permitting, logistics, grant writing and management, and program development. This program is creating a national model for protecting communities from wildfires, and enhancing the resiliency and productivity of our forests using large scale prescribed fire. We are looking for a skilled, committed person who is passionate about this work and is willing to make a long term commitment to bringing fire back to the Western Klamath Mountains in a good way. **Compensation: \$33.10 - \$53.58/hour, based on experience/qualifications.** Based out of Orleans, CA.

We are seeking an individual who:

- Has prescribed fire experience. NWCG or CA State qualifications are preferred but not required.
- Has experience writing burn plans.
- Has experience facilitating NEPA/CEQA, and other permitting for burn projects).
- Has experience managing office staff and field crews.
- Is able to work as part of a team, lead a team, and work independently.
- Has project management experience, with a preference for a background in grant management.
- Works well with people from diverse backgrounds and perspectives on fire and restoration.
- Has a vehicle (reimbursable mileage, vehicle must be registered and insured).

Applications available at the MKWC office (38150 Hwy 96, Orleans, CA 95556) or by email ([employment@mkwc.org](mailto:employment@mkwc.org)). See full job description at: [www.mkwc.org/get-involved/employment](http://www.mkwc.org/get-involved/employment).



**Position open until filled. First review of applicants: 5/28/24**



# Mid Klamath Watershed Council

P.O. Box 409, Orleans, CA 95556 (primary)

P.O. Box 50, Happy Camp, CA 96039

Tel: (530) 627-3202

HC Tel: (530) 493-5100

www.mkwc.org

mail@mkwc.org

Job Title: Program Director

Program: Fire and Forestry

Work Location:  Orleans

Employee Classification:

(F)  Full time ( $\geq 32$  hrs/wk averaged over the year)

Supervisory?  Yes  No

Reports to: Restoration Director

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This leadership position oversees all activities of MKWC's Fire and Forestry program, including the Orleans/Somes Bar Fire Safe Council and Happy Camp Fire Safe Council. Primary activities include planning (securing funding, partnership coordination and environmental compliance, etc) for fuels reduction projects, as well as oversight of implementation and monitoring of, and grant reporting for, projects. Projects are implemented with a combination of in-house and contracted crews and the Program Director is responsible for oversight of all activities. Fuels reduction activities are on public, private and Tribal lands and include: Manual fuels reduction, prescribed fire, and mechanical projects (e.g. chipping, logging). An ideal candidate will have excellent interpersonal leadership skills as well as skills associated with fire and forestry restoration in order to play a leadership role within the Western Klamath Restoration Partnership.

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## **Responsibilities:**

### **Fuels Reduction and Prescribed Burning**

- Oversee all aspects of MKWC manual fuels reduction and prescribed burn project funding, design, planning, implementation and monitoring.
- Oversee landowner communication. Ensure program staff maintain communications with cooperating landowners during planning, implementation and monitoring.
- Work with the Western Klamath Restoration Partnership (WKRP) and MKWC staff to plan WKRP fire and fuels projects on public, private, and Tribal lands.
- Oversee all permitting for prescribed burning, including: air quality permits, smoke management plans, LE-5, LE-7, and LE-8 CALFIRE permits and other applicable prescribed burning permits (e.g. no-burn day waiver).

- Manage grants, including reporting (to Funders/Contracting Agency), physical and electronic data management. Oversee mapping of treatment areas using ARCGIS. Ensure acre totals are accurate and correctly reported. Maintain grant and deliverable tracking systems for the Fire and Forestry Program. In coordination with the MKWC administrative department, oversee documentation of matching contributions (both hard and soft).
- Oversee contracts and contract inspectors during implementation of projects.
- Oversee internal crew hiring and program of work (including manual fuels reduction, defensible space projects, chipping, firelines, prescribed fire implementation).
- Promote the safe use of low intensity fire for fuelbreak maintenance on private land, including providing information to the public regarding burn restrictions, air quality standards and supply cache availability.
- Oversee the collection and analysis for project monitoring and incorporate findings into future projects.
- Oversee the fee-for-services program (e.g. mowing, brushing, and chipping services).
- Oversee environmental, National Historic Preservation Act, and other applicable compliance for private and Tribal-fee land projects, and play a leadership role in determining proposed actions and desired future conditions for public lands projects.

### **Planning and Outreach**

- Work with MKWC staff and partners to complete planning documents, as needed, to plan and prioritize work (e.g. Community Wildfire Protection Plans).
- Support Fire Safe Council and Firewise committee coordination and activities.
- Oversee the coordination of Firewise events (e.g. fire ecology symposia, school events, expert-led workshops) as prioritized by FSC and Firewise committees and MKWC staff.
- Create and oversee staff creation of outreach materials, videos, and other prioritized engagement materials (e.g. storymaps). Present on MKWC and WKRP projects and speak to media about fire and forestry projects and community based fire management. Ensure that sponsoring agencies/groups are noted on all outreach materials and materials are reviewed by partner organizations, as needed.

### **Program Support**

- Oversee the maintenance of program equipment and materials. Identify equipment and materials needs in advance of project implementation.
- Generate program funding through grants, agreements, contracts, and fee-for-service programs.
- Actively develop Program goals and objectives. Submit program reports to the Board of Directors.
- Maintain safety of self and coworkers. Oversee safety policies specific to the Fire and Forestry program.

### **Supervisory Responsibilities**

- The **F&F Program Director** supervises 1) Happy Camp Fire Safe Council coordinator (unfilled), 2) Happy Camp Project Coordinator, 3) Orleans Somes Bar Senior Project Coordinator, 4) F&F grant management specialist (unfilled), 5) GIS

specialist, 6) Operational Planning and Monitoring Specialist (unfilled). Submit Project/Rate change requests to admin as needed.

- Hire, train, mentor, and evaluate supervised staff. Schedule and complete employee evaluations, including 90-day review (90 days after hiring) and annual evaluations.
- Ensure supervised staff have the tools needed for success: clear duties/delegated tasks with timelines, working computer, appropriate gear, functioning workspaces, etc. Communicate staff needs to directors when needed.
- Assist supervised staff with goal setting, providing constructive feedback, employment plans, and training opportunities.
- Review raise requests with administrative staff and submit correct paperwork when requesting rate changes and title changes.
- Review and familiarize yourself and program staff with new company policies and procedures. Maintain compliance with all company policies and procedures and ensure compliance by employees supervised.

#### **Other duties as assigned by supervisor**

- May include trainings, special events, presentations, etc.
- May include occasional work in evenings or on weekends.
- May include changes in scope of work due to organizational and program changes.

### **Compensation and Qualifications**

Placements are typically at the beginning of the pay range. Eligible, full-time-equivalent experience may be transferred to be placed higher in the pay range. Placement will be documented in an offer letter.

- **Necessary Quails (\$33.10-\$38.38)**
  - Fire experience, equivalent to basic firefighter qualifications (FFT2), but may include work outside of operations (e.g. plans, logistics).
  - Basic to intermediate understanding of federal and state environmental compliance process (NEPA, CEQA).
  - Strong computer skills and intermediate GIS Skills.
  - Ability to work in both field and office.
  - Ability to work collaboratively.
  - Demonstrated ability to work in a diverse partnership and honor Tribal sovereignty.
  - Ability to oversee and provide leadership for project coordinators, and, at times, field crews.
  - Writing skills, including ability to facilitate and create collaborative forest plans, collaboratively write forestry prescriptions, provide technical edits to existing documents, write grant proposals, report on grant accomplishments, write and review burn plans.
  - Basic to intermediate financial management and data analysis skills.

- Demonstrated ability to create a culture of safety in a work setting.
- Valid Driver's license and registered/insured personal vehicle.
- **Intermediate Quals (\$39.52-\$50.07)**
  - Understanding of Klamath ecology, forest management and culture.
  - Advanced GIS skills and knowledge of ArcGIS Field Collector.
  - Advanced knowledge of Microsoft Office (especially Excel), GSuite, Adobe Acrobat, etc.
  - Basic Firefighter Qualification with 3 years of wildfire or prescribed fire experience
  - At least 7 years of experience in the restoration sector, or equivalent academic experience.
- **Advanced Quals (\$35.41-\$53.58)**
  - Advanced understanding of Klamath ecology, forest management and culture.
  - Forestry or fire science degree (M.S) (or related field) or equivalent experience (example: More than eight years of experience in a related field) or
  - Registered Professional Forester (RPF) or
  - Burn Boss qualification (NWCG II or CARX) or
  - NWCG Single Resource Boss qualifications.
  - Advanced understanding of and experience with federal and state environmental compliance processes (NEPA, CEQA), including ability to serve as lead NEPA/CEQA planner.
  - Proficiency in Spanish language

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Physical Requirements Please check all that apply:

Field (primarily):

- Ability to maintain regular, punctual attendance consistent with ADA, FMLA, and other federal, state and local standards
- Must be able to convey and receive spoken instructions to communicate in person, before groups and over the telephone, often over other sounds (ie moving water, machinery, etc.)
- Bending, lifting, and carrying. Must be able to lift and carry up to: 50 lbs
- Ability to walk over rugged, uneven terrain and steep slopes
- Ability to maintain balance to prevent falling in slippery, erratically moving surfaces
- Ability to hike up to: 15 miles in a day
- May work in extreme heat (over 100 degrees F) and smoky conditions

May work in extreme wet and cold (under 32 degrees F)

Office (primarily):

Must possess mobility to work in a standard office setting and use standard office equipment (ie computer)

Vision to read printed materials and a computer screen

Finger dexterity to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment

Must be able to convey and receive spoken instructions to communicate in person, before groups and over the telephone

Must be able to convey and receive written communications

Occasional bending, stopping, kneeling, reaching, pushing, and pulling materials and objects necessary to perform job functions

Standing in work areas and walking between work areas.

Ability to safely and successfully perform the essential job functions with the Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), and other federal, state, and local standards, including meeting the qualitative and/or quantitative productivity standards

Note: Reasonable accommodations may be made if people cannot meet some physical requirements.