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<http://www.plumasfiresafe.org/>  
<https://plumasunderburn.org/>

## **Plumas County Fire Safe Council Plumas Underburn Cooperative Program Manager Job Announcement**

Plumas Corporation, a 501 (c) 3 private non-profit, serves as the fiscal agent for the Plumas County Fire Safe Council, including hiring and supervising their staff. PCFSC's mission is to reduce the loss of natural resources and human values caused by wildfire through Firewise community programs and pre-fire activities. Plumas Corp is looking for a Program Manager (PM) to administer the PCFSC Plumas Underburn Cooperative (PUC) Program. The PM will work closely with local residents, coworkers, the PCFSC Board of Directors, Feather River Resource Conservation District, Northern Sierra Air Quality Management District, USDA Forest Service, CAL FIRE, Feather River College, UC Cooperative Extension, and other non-governmental, tribal, local, state, and federal agencies.

The PM will assist landowners and managers throughout the county in preparing for and implementing prescribed fire, provide educational/training opportunities for community members, and build relationships between landowners and regulatory agencies. PUC is the Prescribed Burn Association (PBA) for Plumas County, composed of local volunteers, natural resource managers, and wildland fire professionals.

### **Plumas Underburn Cooperative (PUC) Program Management Duties**

#### **Develop and Implement Projects:**

- Conduct site visits with landowners/managers
- Assist landowners with PUC processes, permits, and burn plans, as needed
- Create project maps - delineate units, identify holding features, draft locations, etc.
- Assist landowners with prescribed burn preparation
- Coordinate volunteer and cooperating resources for burns
- Assist landowner with burn day operations and days following

#### **Coordinate Outreach and Membership:**

- Outreach/advertise the organization
- Return phone calls and email inquiries
- Manage email list, website, social media, and other communications
- Manage PBA membership dues and current membership list
- Conduct regular PUC meetings and trainings for members

#### **Manage Equipment:**

- Catalogue PUC equipment before and after each use

- Ensure equipment is operable; undertake repairs, if needed
- Post burn, ensure all equipment is prepared for the next burn
- Winterize equipment as needed
- Tow trailers with equipment to burn locations

### **General Tasks:**

- Prepare press releases
- Grant writing, reporting, and administration
- Participate in Plumas Cal-TREX Incident Management Team and event
- Review and update PUC policies and procedures
- Coordinate and attend public and/or partner meetings and events
- Coordinate and collaborate with other prescribed burn associations to establish best practices

### **Expected Skills & Knowledge**

- Firefighter Type 2 qualification, annual RT-130 and arduous work capacity test
- Demonstrated experience participating in/leading prescribed burns
- Fully conversant with MS Office, Word, Excel, and PowerPoint
- Ability to work without close supervision and meet deadlines
- GPS and mapping program skills

### **Desired Skills & Knowledge**

- Familiarity with Plumas County
- Experience with PBAs and/or TREX events
- Additional NWCG certificates and qualifications
- California State-Certified Prescribed-Fire [Burn Boss prerequisites](#)
- Experience with BehavePlus, weather meters, radios, pumps, chainsaws
- Grant writing, burn plan writing
- A college degree related to natural resource management

This is a grant-funded “at will” position, at 40 hours per week based out of our Quincy office. Wages are commensurate with experience (up to a starting rate of \$28-\$32/hour DOE). Available benefits include: ten paid holidays, two weeks paid vacation leave, up to 12 days of paid sick leave per year, \$200/month reimbursable wellness benefit, medical insurance coverage with options to opt into additional vision, dental, and life insurance, and a Simplified Employer Pension IRA that contributes 7% of gross pay per pay period to a recognized tax-free retirement fund account of the employee’s choice. Annual cost of living allowances (COLA) are given, as well as merit wage increases as earned, and as budgets allow.

The PUC Program Manager will provide their own transportation for travel throughout Plumas County for meetings, landowner outreach activities, and other field duties. An all-wheel or 4-wheel drive vehicle is recommended. All mileage is reimbursable at standard IRS rates.

**To Apply** - Send a cover letter and resume to [Matt@plumasfiresafe.org](mailto:Matt@plumasfiresafe.org)

For Questions, please contact Matt West at [Matt@plumasfiresafe.org](mailto:Matt@plumasfiresafe.org)