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PLUMASFIRESAFE.ORG

August 22, 2022

## **Plumas County Fire Safe Council**

### **Plumas Underburn Cooperative Project Manager**

Plumas Corporation is seeking a Plumas Underburn Cooperative Project Manager for the Plumas County Fire Safe Council (PCFSC). The employee will work with a team of volunteers and Fire Safe Council staff to manage Plumas County's Prescribed Burn Association (PBA). The employee will also work closely with local residents, the PCFSC Board of Directors, Plumas Corporation staff, Feather River Resource Conservation District, Northern Sierra Air Quality Management District, USDA Forest Service, CAL FIRE, and other state and federal agencies.

#### Plumas Underburn Cooperative (PUC) 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.
- Coordinate resources for PUC burns
- Review Go/No Go checklist for all PUC burns

##### Coordinate Outreach and Membership:

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

##### Maintain Equipment:

- Catalogue PUC equipment before and after each use
- Ensure equipment is operable; undertake repairs if needed

##### General Tasks:

- Update website and social media, prepare press releases, provide radio content
- Grant writing, reporting and administration
- Participate in Plumas TREC Incident Management Team
- Review and update PUC policies and procedures
- Coordinate and attend public and/or partner meetings and events

The PUC Project Manager will be expected to provide their own transportation for travel throughout Plumas County for meetings, landowner outreach activities, and other field duties. All mileage is reimbursable at standard IRS rates.

#### Expected Skills & Knowledge

- Fire Fighter Type 2 qualifications, annual RT-130 and 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

#### Desired Skills & Knowledge

- Familiarity with Plumas County
- Experience with Prescribed Burn Associations and/or TREX events
- [CaRx Burn Boss prerequisites](#)
- Conversant with BehavePlus, weather meters, radios, pumps
- Grant writing
- GPS/GIS skills

Plumas Corporation, a 501 (c) 3 private non-profit, is offering this grant-funded opportunity as an “at will” position. This position is offered at 40 hours per week based out of our Quincy office. Wages will be commensurate with experience (up to a starting rate of \$32/hour DOE). Available benefits include: ten paid holidays, two weeks paid vacation leave, accrual of 8 hours per month for sick leave, \$200/month reimbursable wellness benefit, medical insurance coverage with options to opt into additional vision, dental, and life insurance, and a Simplified Employer Plan 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. We also provide a dog and kid-friendly office environment.

Please submit letter of interest and resume to: Plumas Corporation, Attn: Hannah Hepner, P.O. Box 3880, Quincy, CA 95971 or [plumasfiresafe@plumascorporation.org](mailto:plumasfiresafe@plumascorporation.org) by 1:00 pm, September 2, 2022.

Please contact Hannah Hepner at (530) 927-5281 with any questions.