

City of Grass Valley  
JOB DESCRIPTION



**COMMUNITY RISK REDUCTION MANAGER**

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**Department: City Manager**

**FLSA Status: Exempt**

**Reports To: City Manager**

**Unit: Contract (At Will)**

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**SUMMARY OF JOB PURPOSE** *Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under supervision of the City Manager or their designee, the Community Risk Reduction Manager is responsible for organizing, developing, and oversight of programs including vegetation management, code enforcement, public education and information, grants, defensible space and other strategic initiatives. Performs and manages a variety of administrative, technical, and managerial tasks related to sound fiscal management practices and is responsible for enforcement of and compliance with applicable city, state, and federal codes and regulations; promoting community awareness of public safety and emergency preparedness; involves both office and field work; and provides highly complex staff assistance to the City Manager or their designee.

In addition, the Community Risk Reduction Manager serves as a key liaison to external agencies and internal committees on matters of vegetation risk reduction. Working under broad administrative guidance, the position organizes, develops, and oversees programs that include vegetation and home-hardening inspections of residential and commercial properties. This includes inspections related to code enforcement, public education, and community outreach. The Community Risk Reduction Manager also provides high-quality customer service, addressing and resolving concerns and complaints from residents, businesses, and other stakeholders.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Manager or their designee. Exercises direct supervision over subordinate professional, technical, clerical and management staff.

**ESSENTIAL FUNCTIONS** *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Investigate vegetation or other related complaints of violation of City and state codes, ordinances, and regulations; photograph or video record evidence of

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- violation; issue letters to property owners notifying them of violation; conduct follow-up investigations to ensure compliance with applicable codes and ordinances; develop and maintain accurate case files.
2. Designs, implements, and administers wildland fire prevention goals, objectives, and budgets while closely following agency/Council resolutions defining the special tax spending goals and limitations, and is responsible for recruiting, hiring, and overseeing an internal support team as required along with subcontracted vendors.
  3. Respond in writing, by phone, and in person with City residents, businesses and others regarding complaints and follow-up activities taken to resolve issues.
  4. Prepare vegetation-related abatement cases; prepare notices and required correspondence and documents; follow up to ensure compliance with City and state requirements.
  5. Participate in the preparation of documentation for submission to the City Attorney to file complaints for noncompliance;
  6. Provide information to violators, the general public, business community and other government agencies regarding City and state codes, laws and ordinances; respond to questions, complaints and inquiries.
  7. Maintain files and records related to citations and violations; prepare a variety of written reports, memoranda and correspondence.
  8. Confer and coordinate with other agencies and City departments, including Planning and Building, Public Works, Fire, and Police, on the investigation and disposition of vegetation nuisances, and related violations.
  9. Participate in and provide advice and guidance on the development of new codes or revisions to existing codes related to enforcement of vegetation related violations of the Municipal Code.
  10. Input and retrieve a variety of information using a computer terminal, tablet or other electronic device.
  11. Coordinate with other public and private agencies to abate public nuisances.
  12. Assume responsibility for the adequate and accurate maintenance of City vegetation management records; assume responsibility for the submittal of all formal annual reports required by the City Manager, City Council, County, and state and federal governments.
  13. Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
  14. Establish, within City policy, monitor and evaluate the efficiency and effectiveness of vegetation management service delivery methods and procedures; allocate resources accordingly.

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15. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
16. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
17. Participate in the development and administration of the division budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
18. Represent the City to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
19. Routinely promote articles, press releases, seasonal information, City and community events, seek out interviews, presentations, and public speaking opportunities that promote the community risk reduction strategies of the City.
20. Review, analyze, and document fire and hazard data to determine the effectiveness of programs while monitoring trends.
21. Develop, oversee, and/or execute requests for proposals (bids) and contracts.
22. Conduct Defensible Space Inspections/Re-inspections of Properties
23. Fill out inspection notices and enter inspections into record management system.
24. Responsible for vegetation management and weed abatement including evaluation of all City-owned
25. Plans, prioritizes, assigns, supervises and reviews the work of subordinate staff members in assigned functions and activities; monitors and evaluates work in progress to ensure compliance with goals and policies.
26. Participates in the selection of staff; recommends the appointment of subordinate personnel; trains, motivates and evaluates staff; provides or coordinates staff training; works with employees to correct deficiencies; assists in the implementation of discipline procedures.
27. Monitors work activities to ensure safe practices, quality and accuracy; ensures compliance to applicable rules, policies and procedures.
28. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field.
29. Perform related duties as required.

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**KNOWLEDGE, SKILLS AND ABILITIES:** *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

1. Basic codes, ordinances, laws and regulations pertaining to building and zoning compliance, including sections of California penal codes, vehicle codes and health and safety codes.
2. Investigative practices and principles.
3. Basic principles and procedures of record keeping.
4. Modern office procedures and methods including computers.
5. Effective oral and written communication methods.
6. Proficient computer skills and Microsoft Office suite of programs.
7. Negotiation and conflict resolution techniques.
8. Occupational hazards and standard safety procedures.
9. Principles and practices of grants administration.
10. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
11. Principles and practices of program development and administration. Principles of supervision, training, and performance evaluation.
12. Pertinent federal, state, and local laws, codes, and regulations including those impacting vegetation management areas.
13. Recent developments, current literature, and sources of information related to assigned programs and services.
14. Techniques for effectively representing the City in contacts with governmental agencies, community groups and various professional, educational, regulatory and legislative organizations.
15. Techniques for providing a high level of customer service to the public and City staff.
16. Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
17. Report writing and research methods.

Ability to:

1. Learn to perform public education, outreach, and media interactions.
2. Develop plans to mitigate the impact and propagation of fire in the wildland-urban-interface (WUI) and participate in the design, implementation, and supervision of mitigation projects in collaboration with the local Fire Chief/Public Safety leadership,

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regional, and National experts while developing partnerships with related agencies including, but not limited to; neighboring municipalities, Counties, CAL FIRE, Federal Emergency Management Agency, California Office of Emergency Services, United States Forest Service and Non-Profit Organizations.

3. Apply common sense understanding to carry out instructions furnished in written, oral or diagram form; analyze and resolve problems involving circumstances and/or events using standardized methods or procedures.
4. On a continuous basis, analyze budget and technical reports, interpret and evaluate staff reports; know laws, regulations and codes; identify and interpret technical and numerical information; observe performance and evaluate staff; problem-solve department related issues; remember various rules and procedures; and explain, interpret and apply policy.
5. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
6. Be self-motivated and able to motivate others.
7. Independently organize work, set priorities, meet critical deadlines and follow-up on assignments.
8. Use tact, initiative, prudence, and independent judgement.
9. Operate a motor vehicle and emergency response vehicle, radio and other necessary and essential equipment.
10. Establish and maintain effective working relationships with those contacted in the course of work.

**QUALIFICATIONS**

To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** *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 the essential job functions.*

1. Must pass a medical examination to verify the ability to physically perform all required duties and must be free from any physical, emotional, or mental condition which might adversely affect the ability to perform essential job duties.
2. Must be physically able to perform the duties of this position, including the mobility to work in a standard office setting and use standard office equipment, including a

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computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in-person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment; climb, balance and stoop, kneel, crouch or crawl and frequently lift and/or carry up to 70 pounds. On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and communicate through written means. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids. The employee must be able to work in variable temperatures and weather conditions and have the ability and willingness to work around and to tolerate unpleasant odors and objectionable substances common to the field.

3. Incumbents work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances and may interact with upset staff and/or public representatives in interpreting and enforcing departmental policies and procedures. Incumbents will also work outdoors in conditions that can be wet and/or humid and with occasional exposure to extreme temperatures including heat of 100° or more and sub-freezing cold as well as rain and snow, hazardous chemicals, biohazards, and injury. Employee will be required to wear a respirator as well as dust and filter masks while performing certain job functions.
4. Employees may be required to work on evenings, weekends and holidays.
5. Employee may be required to wear a City-issued uniform.
6. Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

**EDUCATION AND EXPERIENCE** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

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**EDUCATION AND EXPERIENCE REQUIRED**

1. At a minimum a high school diploma or General Education Degree (GED) is required with eight years experience in one or more of the following: fire service, public administration, public education, public information, program management or related fields.

OR

Associate's degree from an accredited college or university is required with three years experience in one or more of the following: fire service, public administration, public education, public information, program management or related fields.

OR

Bachelor's degree from an accredited college or university is required with 1 year experience in one or more of the following: fire service, public administration, public education, public information, program management or related fields.

OR

At the discretion of the appointing authority, experience in the core job functions may be considered as substitute for the educational requirements above.

**LICENSES AND CERTIFICATIONS**

2. Valid Class C California Driver's License (CDL) with an acceptable driving record. Class A or B CDL within 6 months of appointment may be required.
3. Public Education training or certification or Public Information Officer training or certification or equivalent (within 6 months of appointment).
4. First Aid and CPR Certificates with 6 months of hire.
5. I-100/200 within 6 months of hire, I-300 within 12 months of hire.
6. Course work for Defensible Space Inspector 1 completed within 6 months of hire.
7. Must pass an appropriate background check prior to hire date.

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**GENERAL**

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Adopted: November 12, 2024

Revised:

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