

SEASONAL ASSESSMENT TECHNICIAN

Class Title: Seasonal Assessment Technician, Full-Time position
Updated: March 1, 2026

I. POSITION SUMMARY AND PURPOSE

This position will perform Home Ignition Zone (HIZ) assessments on assigned properties in the Lebanon Fire District. Provide wildfire education to the general public at designated town hall events and other community outreach opportunities.

II. SUPERVISION

Works under the general supervision of the Deputy Fire Marshal.

III. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The duties and responsibilities listed are not all-inclusive. The essential job duties will include other responsibilities as assigned and required.

- Perform HIZ assessments on residential properties in designated WUI areas, following NFPA and Oregon State Fire Marshal guidelines.
- Document assessment findings and enter data into the Fuels Project Database for tracking and project planning.
- Provide homeowners with tailored recommendations for creating defensible space and reducing wildfire risk.
- Assist with community outreach efforts, including participating in town hall meetings, wildfire readiness events, and educational programs.
- Coordinate with Lebanon Fire District staff and partner agencies to ensure accurate reporting and follow up on assessments.
- Maintain safety standards and proper use of assessment tools and equipment.

IV. MINIMUM QUALIFICATIONS

- High school diploma or GED
- 18 years old by date of employment
- Ability to understand and carry out oral and written directions
- Physical condition commensurate with the duties of the position.
- Valid Driver's license and reliable transportation.
- Ability to work outdoors in varying working conditions and terrain.

V. PREFERRED QUALIFICATIONS

- Basic Wildland Firefighting Experience or Training (e.g., NWCG S-130/S190 or equivalent).
- Being familiar with NFPA Home Ignition zone concepts and defensible space guidelines.
- GIS or Data Entry Experience
- NFPA Apparatus - Driver Operator
- NFPA Apparatus - Pumper Operator
- NFPA Apparatus - Wildland Fire Suppression

VI. PHYSICAL DEMANDS

- Ability to walk, stand, and carry equipment for extended periods.
- Comfortable working in rural and forested environments.
- Capable of performing basic wildland firefighting tasks, including hiking on uneven terrain, lifting up to fifty pounds, and working in hot, smoky conditions if required for safety or emergency response.

VII. SELECTION GUIDELINES

The selection process may contain a formal application, review of education and experience regarding qualifications, appropriate testing, including assessment centers and interviews, drug screening, background check, final selection, and pre-employment medical examination.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the district and the employee and is subject to change by the district as the district's needs and job requirements change.