

**Civil Service Commission
Spokane Valley Fire Department
2120 N. Wilbur Rd
Spokane, Washington 99206**

DATE: October 13, 2026
TO: Candidates for the Wildland Mitigation Specialist
FROM: Civil Service Commission
SUBJECT: Examination for Wildland Mitigation Specialist

This will serve as notice for the examination for the position of Wildland Mitigation Specialist. The examination will consist of an Oral Interview.

Application Packet Requirements:

- Spokane Valley Fire Department Application (attached)
- Resume
- Cover Letter
- Required Proof of Education Certifications, Associate's Degree in Fire Science, Forestry, Natural Resources, or related field. (copy of degree or transcript)
- Copy of valid state driver's license
- Veteran's Scoring Criteria Questionnaire (if applicable, attached)

Application Packets:

The position will open on **Thursday October 15, 2026**, and close on **Thursday, November 12, 2026**. Packets must be emailed **by 4:00pm PDT on Thurs. November 12, 2026**, to **Employment@spokanevalleyfire.com**.

For applicants currently employed by SVFD, proof of education and training will be verified by the Training Department. Documentation should not be included in your packet.

For applicants not currently employed by SVFD, include documentation **ONLY FOR THE REQUIRED** education, training, and certifications.

The Civil Service Examiner/HR Director, or designee, will review applications for completeness after the closing date for the position.

Military Preference:

Credit will be awarded in accordance with RCW 41.04. Applicants claiming military preference must complete and submit the Veteran's Scoring Criteria Questionnaire and evidence of military service (Form DD214 or discharge orders). The DD214 form must include Box 24, Character of Service. If Form DD214 or discharge orders, including Character of Service, are not submitted, or if the questionnaire is not filled out in its entirety, military preference percentage will not be awarded.

Applications with incomplete or missing documents will be rejected. NO LATE DOCUMENTS WILL BE ACCEPTED.

Examination Scoring:

Interview panel score + military points (if applicable) + seniority points (if applicable) will equal applicant's total score.

Minimum Qualifications:

To be eligible to apply for this position the applicant must meet the following required occupational qualifications prior to the closure of applications and maintain them:

- Have a high school diploma or equivalent.
- Associate's degree in Fire Science, Forestry, Natural Resources, or related field.
- At least 18 years of age at the time of application.
- Proof of eligibility for employment in the United States.
- Possess a valid state driver's license.
- Must be a non-user of tobacco products, including e-cigarettes or vaping products.

Required Occupational Qualifications:

- Minimum three (3) years of experience in wildfire prevention, fuels management, or related community engagement field
- Experience in developing or implementing defensible space, fuels reduction, or home ignition zone programs.
- Knowledge of wildfire behavior, fire-adapted communities, and vegetation management techniques.
- Strong written and verbal communication skills, including public speaking.

Desired Qualifications:

- NWCG Fire Prevention Education Team Member or higher.
- NFPA Certified Wildfire Mitigation Specialist or equivalent.
- Experience in grant-funded project management and contractor oversight.

Physical Requirements:

- Frequently required to sit, stand, and walk
- Use hands to finger, handle feel, or grip objects
- Stretch and/or reach with hands and arms
- Repetitive motion
- May lift and/or move up to 30+ pounds
- Specific vision abilities required by this position include close vision, distance vision, depth perception, and ability to adjust to focus.

Salary and Benefits:

- **Salary** - \$7,500.00 monthly
- **Vacation** - Accrual of 12 hrs per month
- **Sick leave** - Accrual of 10 hrs per month
- **Holidays** - 116 hrs per year, pro-rated to date of hire
- **Medical insurance**-Premium for employee only paid 100% by Department/Employee's portion for Employee + one dependent is \$42.97 monthly/Employee + two or more dependents is \$85.96 monthly.
- **Dental insurance**- Department pays up to \$130 monthly toward premium.

- **Retirement** – Participant of Washington State Department of Retirement Systems
- **Deferred compensation-** Department match up to a max of 5.0% of TFF base wage.
- **Probation** - One year

Attachments:

- (1) Job Description – Wildland Mitigation Specialist
- (2) New Hire Application
- (3) Veteran's Scoring Criteria Declaration

The Spokane Valley Fire Department is an equal opportunity employer and will not base hiring decisions on race, color, sex, sexual orientation, age, national origin, religion, marital status, veteran status, disability, or other protected status. If you require disability accommodations to complete the application and/or testing process, please contact the Civil Service Examiner/Human Resources Director at 509-892-4105 prior to the close of applications.

Spokane Valley Fire Department

Job Description

Wildfire Mitigation Specialist

November 10, 2025

Nature of Work

The Wildfire Mitigation Specialist performs technical and educational work related to wildfire prevention, mitigation, and community resilience. Duties involve conducting home ignition zone assessments, coordinating fuels mitigation projects, providing Firewise/ Wildfire Ready Neighbors outreach, and supporting the implementation of the Community Wildfire Defense Grant (CWDG) program.

Work requires knowledge of wildland fire behavior, vegetation management, and public education techniques. This position engages directly with homeowners, contractors, and community partners to implement risk reduction strategies and ensure program effectiveness.

Examples of duties and expectations (to include but not limited to):

- Conducts home ignition zone (HIZ) assessments, provides mitigation recommendations, and assists residents with Firewise actions.
- Implements community-level fuels mitigation and vegetation management projects; oversees contractors and work crews.
- Develops and delivers public education programs on wildfire prevention, defensible space, and home hardening.
- Coordinates Firewise/ Wildfire Ready community efforts and assists with applications, renewals, and documentation.
- Assists in updating Community Wildfire Protection Plans (CWPPs) and wildfire risk maps.
- Tracks and reports data related to fuels treatments, acreage, and community participation for grant compliance.
- Maintains positive working relationships with DNR, Conservation Districts, local governments, and community stakeholders.
- Participates in wildfire preparedness events and acts as a district representative at public meetings.
- May assist in wildfire response support roles as qualified.
- Performs other related duties as assigned.

Supervision:

Works under the direct supervision of the Wildfire Mitigation Prevention Supervisor. Work is performed with limited supervision and evaluated based on effectiveness of program delivery and compliance with department objectives.

Spokane Valley Fire Department

Job Description

Wildfire Mitigation Specialist

Required Occupational Qualifications:

- Minimum three (3) years of experience in wildfire prevention, fuels management, or related community engagement field.
- Experience in developing or implementing defensible space, fuels reduction, or home ignition zone programs.
- Knowledge of wildfire behavior, fire-adapted communities, and vegetation management techniques.
- Strong written and verbal communication skills, including public speaking.

Minimum Qualifications:

- Have a high school diploma or equivalent
- Associate's degree in Fire Science, Forestry, Natural Resources, or related field.
- Must be at least 18 years of age at time of application
- Proof of eligibility for employment in the United States
- Hold a valid state driver's license.
- Must be a non-tobacco user including e-cigarettes/vape products.

Desired qualifications:

- NWCG Fire Prevention Education Team Member or higher.
- NFPA Certified Wildfire Mitigation Specialist or equivalent.
- Experience in grant-funded project management and contractor oversight.

Physical Requirements

- Frequently required to sit, stand, walk.
- Use hands to finger, handle, feel, or grip objects,
- Stretch and/or reach with hands and arms.
- Repetitive motions.
- May lift and/or move up to 30+ pounds.
- Specific vision abilities required by this position include close vision, distance vision, depth perception, and ability to adjust to focus.

Adopted by the Board of Fire Commissioners on November 10, 2025.

Commission Chair John Guarisco
John Guarisco (Nov 12, 2025 11:05:22 PST)
John Guarisco

SPOKANE VALLEY FIRE DEPARTMENT
2120 N Wilbur Rd. – Spokane Valley, WA 99206
(509) 892-4140
www.spokanevalleyfire.com

EMPLOYMENT APPLICATION

Thank you for your interest in Spokane Valley Fire Department. Please complete all sections and sign this application.

POSITION INFORMATION					
Please indicate the position you are applying for:					
PERSONAL INFORMATION					
First, Middle, Last					
Address:					
City:		State:		Zip:	
Primary Phone:					
Email Address					
Driver's License #:		Expiration:		State:	
Are you over 18 years of age?	☐ Yes ☐ No	Eligible for US Employment?	☐ Yes ☐ No		
How did you learn of this opportunity?	☐ Website ☐ Friend/Relative ☐ Open House ☐ Other				
IN CASE OF EMERGENCY NOTIFY					
Name:					
Phone:					
Relationship:					
MEDICAL CONDITIONS					
List any allergies or other conditions that could affect emergency treatment:					
List physical or health restrictions that could limit your effectiveness:					

EDUCATIONAL BACKGROUND											
High School											
Graduated?		☐ Yes ☐ No			If not, GED?		☐ Yes ☐ No				
Name School(s) Attended:					City/State:						
College or Vocational School											
Graduated?		☐ Yes ☐ No			Major:						
School(s) Attended:					City/State:						
EMPLOYMENT HISTORY (List 3)											
List most recent employer first. Include fire and/or U.S. Military Service and volunteer service if applicable. If employment was under a different name, please indicate name.											
Employer:				Description of Duties and/or Responsibilities:							
Supervisor:											
Address:											
City:											
State:		ZIP Code:									
Telephone:											
Position(s):											
Dates of				to				Reason for Leaving:			
Employer:				Description of Duties and/or Responsibilities:							
Supervisor:											
Address:											
City:											
State:		ZIP Code:									
Telephone:											
Position(s):											
Dates of Employment:				to				Reason for Leaving:			
Employer:				Description of Duties and/or Responsibilities:							
Supervisor:											
Address:											
City:											
State:		ZIP Code:									
Telephone:											
Position(s):											
Dates of Employment:				to				Reason for Leaving:			
If you wish to include additional experience, please attach the above information for each position on a separate sheet of paper.											
REFERENCES											
List three (3) non-family references:											
Name:				Relation:							
Phone:				E-Mail Address:							
Name:				Relation:							
Phone:				E-Mail Address:							
Name:				Relation:							
Phone:				E-Mail Address:							

QUALIFICATIONS, SKILLS, & TRAINING

List any Fire/Rescue, EMS, and/or emergency management certifications you currently hold. Include expiration dates and certifying state, department, or agency. Please attach copies of your certifications to this application.

Certification	Certifying State/Department/Agency	Expiration Date

List any special qualifications, skills, certificates, training and/or licenses you hold.

CERTIFICATION & AGREEMENT

This statement must be signed.
Please read the following statement carefully before signing.

I understand that any information contained within this application may be verified and that all information obtained as a result of this application is confidential and will be used only for the purpose of determining employment. I understand that if I am hired by Spokane Valley Fire Department, I may be subjected to drug and/or alcohol testing and/or physical examinations. I agree to keep Spokane Valley Fire Department informed as to any changes of the information contained in this application (change of address, phone, convictions, traffic violations, etc.) I also understand that false statements or omissions of information will make this application void and may terminate my employment.

Applicants receiving a conditional offer of employment will be required to undergo and successfully pass a criminal background check. Criminal convictions are not an automatic bar to employment with Spokane Valley Fire Department. Considerations include, but are not limited to, the nature of the conviction, when the event occurred, and the relationship between the position applied for and the type of crime.

Signature of Applicant

Date

Printed Name of Applicant

State of Washington Veterans' Scoring Criteria Status Declaration for Employment

NAME _____
Last First MI

- [RCW 41.04.005](#) "Veteran" defined for certain purposes [RCW 41.04.007](#) "Veteran" defined for certain purposes
- [RCW 41.04.010](#) provides for veterans' scoring criteria status to be added to the passing grade of certain veterans.

1. I certify that:

- ✓ I have been released from active military service or I am in receipt of separation orders; **AND**
- ✓ I received an honorable discharge or discharge for medical reasons with an honorable record

☐ Yes ☐ No

IF YOU ANSWERED "NO" TO #1 ABOVE, YOU ARE NOT ELIGIBLE TO CLAIM POINTS AT THIS TIME.

2. Have you been appointed to a position with a state, county or municipal government or other political subdivision of the State of Washington *after* you were eligible for veterans' points?

☐ Yes ☐ No *If "Yes", please complete:*

Employer: _____ Job Title: _____ Date appointed: _____

IF YOU ANSWERED "YES" TO #2 ABOVE, YOU ARE NOT ELIGIBLE TO CLAIM POINTS AT THIS TIME.

3. Scoring Criteria Status Claimed (*check one if you are eligible*):

- ☐ Ten percent (10%) to a veteran who served during a period of war or in an armed conflict as defined in RCW 41.04.005 and does not receive military retirement. The percentage shall be added to the passing mark, grade, or rating of competitive examinations until the veteran's first appointment. The percentage shall not be utilized in promotional examinations.
- ☐ Five percent (5%) to a veteran who did not serve during a period of war or in an armed conflict as defined in RCW 41.04.005 or is receiving military retirement. The percentage shall be added to the passing mark, grade, or rating of competitive examinations until the veteran's first appointment. The percentage shall not be utilized in promotional examinations.

4. Certification

I certify that to the best of my knowledge I am entitled to the veterans' scoring criteria status as set forth in RCW 41.04.010, and that by falsely claiming veterans' scoring criteria status I will be disqualified from employment. I also understand that if employed, any misrepresentation of facts regarding my receiving veteran's scoring criteria status is sufficient cause for dismissal or other disciplinary action.

SIGNATURE _____ DATE OF SIGNATURE _____

INSTRUCTIONS FOR DOCUMENT SUBMISSION

- This is a PDF document; **open and fill this form out in an Adobe Reader application** (<https://get.adobe.com/reader/>), NOT in your browser.
- If you open and complete this form in your browser (Google Chrome, Mozilla Firefox, Safari, etc), you will not be able to save the completed form to your computer.
- ***In addition***, provide your United States Department of Defense discharge document DD Form 214, National Guard Bureau Report of Separation & Service NGB Form 22, or other equivalent or successor discharge paperwork (such as DD Form 214WS Worksheet, USDVA Verification Letter, Statement of Military Service) that characterizes your service as honorable.