

**Position Title:** Project Manager - Curbside Chipping  
**Reports To:** Executive Director  
**Location:** Shasta County Fire Safe Council (SCFSC)

## **Residential Chipping Project Manager**

**Shasta County Fire Safe Council (SCFSC)**  
*Protecting lives, property, and forests through wildfire mitigation*

### **Position Type**

Part-time (grant-funded, with potential for extension)  
Non-Exempt | Hybrid Field/Office

### **Salary Range**

\$30 per hour

### **Location**

Shasta County, California (local travel required)

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## **About Us**

The Shasta County Fire Safe Council (SCFSC) is a nonprofit organization dedicated to reducing wildfire risk through fuels reduction, community education, and emergency preparedness. Our Residential Chipping Program provides free chipping services to residents, helping them create defensible space and reduce hazardous fuels.

We are seeking a highly organized, community-focused Residential Chipping Project Manager to oversee daily operations, grant compliance, contractors, data tracking, and public outreach for this critical wildfire mitigation program.

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## **Position Summary**

The Project Manager is responsible for planning, coordinating, and managing all aspects of SCFSC's Residential Chipping Program. This role ensures that projects are completed safely, on time, within budget, and in compliance with grant and reporting requirements.

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# Key Responsibilities

## Program & Project Management

- Plan, schedule, and coordinate residential chipping routes and project timelines
- Serve as primary contact for residents, contractors, partner agencies, and funders
- Ensure compliance with grant agreements, reporting requirements, and budgets
- Track project progress, deliverables, and performance metrics

## Contractor & Field Oversight

- Coordinate and oversee chipping contractors and field crews
- Verify work completion, quality, and safety compliance
- Conduct site visits and spot checks
- Approve invoices and track production data

## Community Outreach & Intake

- Manage public sign-ups and project eligibility
- Respond to resident inquiries and resolve issues
- Coordinate outreach with community partners and local agencies
- Support public education efforts related to defensible space

## Data, Reporting & Compliance

- Maintain accurate records in project tracking systems
- Prepare reports for funders, Board, and partners
- Monitor budgets and ensure cost allowability
- Assist with audits, grant closeouts, and inspections

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# Qualifications

## Required

- 2+ years project management, program coordination, or field operations experience
- Strong organizational, communication, and problem-solving skills
- Ability to manage multiple projects and deadlines
- Proficiency with spreadsheets, databases, and reporting tools
- Valid California driver's license and reliable vehicle

## Preferred

- Experience with wildfire mitigation, forestry, fuels reduction, or public works

- Knowledge of grants, compliance, or government-funded programs
  - GIS or data tracking experience
  - Bilingual (Spanish/English) a plus
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## **Physical & Work Requirements**

- Ability to work outdoors in varied weather
  - Ability to walk uneven terrain and perform field inspections
  - Ability to lift up to 25 lbs.
  - Flexible schedule during peak fire season
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## **Benefits**

- Mileage reimbursement
  - Flexible schedule
  - Mission-driven work with community impact
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## **How to Apply**

Submit a resume and brief cover letter to:

shasta.fsc@shastafiresafe.org

Subject line: *Residential Chipping Project Manager Application*