

STATE OF CALIFORNIA  
 DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
**POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT**  
 PO-199 (06/16)

Working Title of Position  
 Fire Marshal/Fire Protection Planning  
 Division and/or Subdivision  
 Northern Region/Tehama-Glenn Unit

INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (\*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.

Location of Headquarters  
 Red Bluff  
 Class Title of Position  
 Battalion Chief (Non supervisory)  
 Position Number  
 542-215-9723-601  
 Effective Date

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

40%	<p>Under the direction of the Unit Chief, the duties of the Battalion Chief for Fire Protection Planning for CAL FIRE-Tehama Glenn Unit (TGU)/Tehama County Fire Department (TCFD) are:</p> <p>*The Battalion Chief for FIRE PROTECTION PLANNING shall maintain familiarity with state and local laws, codes, and ordinances relating to land use, fire prevention, fire hazard, life hazard, and fire risk reduction. Keeps the Unit Chief apprised of any changes in applicable laws, codes, and ordinances and recommends changes that may be necessary. May act as the Unit's representative at local governmental Board meetings on issues of fire protection land use planning and related fire prevention matters.</p> <p>a. Supervise and train Fire Safety Inspectors performing the below duties;</p> <ol style="list-style-type: none"> <li>1. Perform pre and final residential and commercial new construction inspections.</li> <li>2. Perform annual inspections on existing State Fire Marshal regulated occupancies (A, C, E, H, I, L, and R occupancies).</li> <li>3. Perform annual inspections on existing California Fire Code regulated occupancies (B, F, M, S, and U occupancies).</li> <li>4. Perform commercial plan review and apply conditions and requirements.</li> <li>5. Perform fire sprinkler and/or water supply plans as required.</li> </ol> <p>b. Provides direction to the Office Assistant related to Fire Protection Planning.</p> <p>c. Provide direction to the Fire Captain Specialist/Law Enforcement (LE) and supervises the Fire Prevention Specialist II in the absence of the Battalion Chief LE/Fire Prevention.</p>
30%	<p>*Assists in the development of Ordinances, processes and funding mechanisms that promote protection of property and lives. Acts as County Fire Marshal. Provides relief Battalion Chief coverage for various battalions as necessary. Provides Fire Prevention coverage as necessary.</p> <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>

**Equal Employment Opportunity (EEO) Statement:** All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

Job qualifications and/or conditions of employment: Position may require a two (2) year commitment. May be assigned duties on incidents statewide. Must be able to make decisions under stressful conditions. Must be able to multi-task.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date	
Personnel use only	<input type="checkbox"/> Posted to Directory	Initials and date		

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10%	<p>*Large Development Processing</p> <ul style="list-style-type: none"> <li>a. Develop and provide fire department input to draft Environmental Impact Report (EIR) and final EIR.</li> <li>b. Represent TCFD/CAL FIRE at Planning Commission meetings on final EIR.</li> <li>c. Represent TCFD/CAL FIRE at Board of Supervisors meetings on final EIR.</li> <li>d. Send mitigation monitoring status reports to Public Works and Planning Department.</li> </ul>
5%	<p>*Technical Advisory Committee (TAC) Review</p> <ul style="list-style-type: none"> <li>a. Review and condition all projects.</li> <li>b. Maintain files and up-to-date information on all projects.</li> <li>c. Prepare TAC input and submit to Planning Department prior to due date each month.</li> <li>d. Attend TAC meetings and represent TCFD on development issues.</li> <li>e. Attend Planning Commission meetings and Tehama-County Board meetings as needed.</li> </ul>
5%	<p>*Insurance Services Office (ISO) Ratings</p> <ul style="list-style-type: none"> <li>a. Maintain accurate ISO rating map.</li> <li>b. Provide ISO ratings to insurance adjusters and private parties as requested.</li> <li>c. Provide ISO rating information to cooperating agencies.</li> </ul>
5%	<p>*Law Enforcement (LE)</p> <ul style="list-style-type: none"> <li>a. Maintain knowledge and ability to perform duties of Fire Investigator, Public Officer, or Peace Officer (if so accredited).</li> <li>b. Provide Fire Prevention coverage as necessary. Complete Fire Investigation 210 task book within one year.</li> </ul>
5%	<p>Other duties as assigned.</p>

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<b>Personnel use only</b>	<input type="checkbox"/> Posted to Directory	Initials and Date	

Percentage of Time  
 Required

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The incumbent is required to wear respiratory protection equipment (including self-contained breathing apparatus (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill tests.

The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking or running on uneven rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties.

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Employee Signature  
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Date

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Supervisor Signature

Date

Initials and Date