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

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.

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.

Under the general direction of the Assistant Chief - Madera Division, the Madera Valley Battalion Chief is responsible for coordinating and managing the field administrative activities within the Battalion. The Madera Valley Battalion Chief will provide relief coverage for various battalions within the Unit as needed, and their duties include, but are not limited to the following:

40%

- E – Emergency Response and Coverage duties: *Respond to and direct activities on all wildland and structural fires and other emergency operations where battalion chief officer coverage is required. *Assume a command role as necessary in both emergency and non-emergency situations and be able to respond as needed throughout the state to various types of incidents including; wildland incidents, flooding, earthquakes and other emergencies for suppression, mitigation, administration and evaluation purposes. May be assigned to an Incident Management or Type III Team. *Responsible to maintain effective working relationships with other agencies involved in emergency response including; but not limited to, CHP, Madera County Sheriff, State and County road and highway departments, Office of Emergency Services and local fire departments. *Represents Madera County Fire Department as necessary including incidents in the Federal, State and Local DPA’s. *Maintain awareness of the fire control problems in the rural and urban areas of this battalion as well as the neighboring battalions. *Make reasoned decisions that include actions necessary to mitigate quickly changing emergencies, care and treatment of ill or injured individuals and ensure the safety of emergency workers and civilians. *Safely operate equipment every day in both normal conditions and in hazardous environments and situations. *Participate in the Department’s physical fitness programs in order to maintain physical readiness to respond to emergencies and perform the duties required in any emergency response. *Provide battalion coverage and overhead response as required, whether in the battalion, the unit, or statewide, and may need to remain within the battalion boundaries during assigned coverage periods in order to meet response requirements.

*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.

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: the Unit expects a two-year commitment for all permanent assignments before granting transfer eligibility. May be required to work nights, weekends or holidays in support of emergency incidents. Maintains the Arduous Fitness Standard in accordance with Department policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such Cal/OSHA requires the incumbent to be annually medically cleared to be fit-tested for respiratory protection equipment.

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

Employee Signature Date  
Supervisor Signature Date  

Personnel use only  

Posted to Directory  

Initials and date
Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
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30% | *E - Administration and Supervision duties: *Provide assistance to managers and supervisors regarding the Madera Valley Battalion and unit policies, guidelines, procedures, and resources on programs assigned to the Battalion. *Direct the administration and supervision of the battalion with four CAL FIRE/County Fire stations staffed with Fire Captains, Fire Apparatus Engineers, and six Paid Call Companies with up to 75 Paid Call Firefighters. *Counsel employees and/or refer them to the Employee Assistance Program as needed, and ensure that personnel issues are being handled in a timely and professional manner. *Ensure the workplace is free from harassment and discrimination. *Communicate effectively and provide information and direction for subordinates, volunteers and other citizens as necessary. *Prepare concise, well written and accurate reports. *Work closely and communicate with all field battalion chiefs to maintain effective operational responsibilities by disseminating necessary information to the station personnel and ensuring compliance with department programs. *Participate in the planning, development and management of local government fire protection budget(s) within the battalion. *Comply with all department and unit purchasing requirements. *Analyze reports, policies and procedures, local government documents, legislation, and prepare input and correspondence as necessary.
20% | *E - Training, Committee & Meeting duties: *Provide assistance to managers and supervisors regarding training regulations, policies, guidelines, procedures, and available training resources. *Revise local training policies and regulations. *Attend job-required and job-related training in the areas necessary to meet the needs for fire control and suppression, supervision and any topics necessary to maintain readiness and qualifications to respond to emergency incidents. *Maintain certifications and qualifications to respond to emergencies and remain active and current in the unit's Emergency Response Directory (ERD) in both the Operations track and at least one other aspect of the Incident Command System (ICS). *Work with the Training Bureau to address both state and local training policies, procedures and regulations. *Responsible for attending meetings necessary for the management of the battalion, as well as divisional and/or unit meetings, to foster open communications with supervisors, peers and cooperators in other programs and agencies. *Attend Madera County PCF executive meetings and other PCF related activities.
10% | *E – Facility and Equipment duties: *Implement, evaluate and maintain effective operational readiness by ensuring all equipment and personnel are available for response by addressing the needs in fleet and facility maintenance, personal protective equipment and personnel issues, including the coordination of the proper maintenance of the equipment and facilities. *Perform regular facilities and equipment compliance and safety inspections to ensure they are maintained in accordance to the established standards. *Arrange for specialist personnel to perform maintenance work which is beyond the capability of station personnel. Other duties as required.

*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.

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**Job qualifications and/or conditions of employment:**

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

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**Personnel use only**

[ ] Posted to Directory

Initials and Date