### Working Title of Position
Unit Chief

### Division and/or Subdivision
Southern Region – Tuolumne-Calaveras Unit

### Location of Headquarters
San Andreas

### Class Title of Position
Unit Chief

### Position Number
542-418-1037-005

### Effective Date
June 20, 2022

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#### Percentage of Time Required

<table>
<thead>
<tr>
<th>Time Required</th>
<th>Duties and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
<td>Under the general direction of the Southern Region Chief or Assistant Region Chief(s), the Unit Chief acts as the Administrator-in-Charge of the Tuolumne-Calaveras Unit and performs the following duties and responsibilities:</td>
</tr>
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<td></td>
<td><em>Provides overall planning, programming, organization and administration of the Fire Protection/Conservation Camp Operations/Forestry Training Program, Fire Prevention/Public Information, Resource Management, and Emergency Incident Management within the Unit.</em></td>
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<td>*Represents the Unit in meetings and organizations and in public speaking engagements. *Has complete accountability for all Unit programs. *Provides supervision and direction to assigned personnel.</td>
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<tr>
<td>25%</td>
<td>*Administers Local Government Cooperative Fire Protection agreements, recommending levels of coverage and costs. *Serves as the County or District Fire Chief, working with a multiplicity of County/District/City agencies or departments in achieving common objectives related to fire protection, fire prevention, and disaster planning. *Has knowledge of laws governing Special Districts in California and current issues relating to property taxation. *Has knowledge of Governmental process, including local Board of Director’s meeting management and the Brown Act. *Has knowledge of Special District revenue enhancement processes and local property taxation systems as it affects Special Districts.</td>
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<tr>
<td>10%</td>
<td>*Administers resource management of watershed programs in the Unit, including fuel breaks, fuel modification, enforcement of state laws, and adherence to the Unit/State Fire Plan. *Cooperates with County Planning Agencies and coordinates the wildland fire prevention and control objectives as they are affected by urban development and encroachment in the wildland areas.</td>
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*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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### 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: 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 that the incumbent be annually medically cleared to be fit tested for respiratory protection equipment. Will be subject to working nights, weekends, or holidays as well as extensive travel.

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

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<tr>
<td>Supervisor Signature</td>
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Personnel use only: Posted to Directory

Initials and date
Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

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<th>Percentage of Time Required</th>
<th>Duties</th>
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| 10%                         | *Recruits and trains staff in management of a large complex fire department administration.  
*Develops and carries out a teamwork approach in management of the Unit. |
| 5%                          | *Serve as the Unit contact for developing and maintaining positive working relationships with various groups, including political officials and governmental representatives at the Federal, State and local levels, cooperating agencies, media, landowners and specialists from within the department and from outside organizations. |
| 5%                          | *Actively participates in fire service organizations, other community groups, and Local or Statewide working groups.  
*When requested, serves as an officer or on the advisory boards of emergency oriented organizations.  
May act as Mutual Aid Operational Area Coordinator for the Tuolumne County Operational Area or the Regional Mutual Aid Coordinator for the Offices of Emergency Services (OES) Region.  
*Maintains a cooperative working relationship with Federal and Tribal partners. |
| 5%                          | *Meets with and makes presentations at innumerable civic and service organizations.  
*Coordinates with other agencies in planning, programming and control of their involvement in providing Mutual Aid for emergency incident activities.  
*Meets with employee association groups or their representatives involving complaints and makes recommendations for meeting employee demonstrated needs. |
| 5%                          | *May act as Unit Duty Chief, and/or respond to emergency incidents in accordance with Department Policy.  
*Maintains proficiency, qualifications, and experience in accordance with applicable laws, rules, and Department Policy. |
| 5%                          | Other duties as required. |

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Initials and Date