

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief Fire Prevention / Law Enforcement	
		Division and/or Subdivision Siskiyou Unit (SKU)	
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 Yreka	
		Class Title of Position Battalion Chief	
		Position Number 542-214-9723-006	
		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%	Under the direction of the Unit Chief, the Battalion Chief administers and coordinates the Unit's Fire Prevention Program and supervises the Fire Captain Specialist and Pre-Fire Engineer (PFE) in attaining the Unit's Fire Prevention Plan goals. Also, supervision of the Fire Prevention Specialist II with Education / Information / Volunteer-In-Prevention (VIP), Defensible Space Inspection programs. *LAW ENFORCEMENT Maintains fire prevention schedule and coverage. Responds to fires, conducts investigations for all types of fires, as well as provide technical direction to field personnel engaged in fire investigation. Supervises the work of the Fire Captain Specialist in enforcement of forest and fire laws, regulations and other statutes throughout the Unit. Conducts investigations, reviews and processes documents regarding loss or damage to state properties from theft, vandalism, and automobile accidents. Conducts administrative investigations as assigned in a timely and professional manner, while ensuring Peace Officer Bill of Rights (POBOR), Firefighter Bill of Rights (FBOR), and employee Memorandum of Understanding (MOU) rights are not violated. Oversees and coordinates the Field Training Officer (FTO) Program for new Peace Officers in Siskiyou Unit (SKU) and ensure there are qualified and active FTOs in the Unit. Maintain cooperative relations with allied agency Peace Officers, Judges and the District Attorney's staff. Assist allied law enforcement agencies as needed with crime in progress, warrant service, requests for back-up assistance, etc. when needed. Coordinate with Unit Training Officer to ensure Unit Peace Officers and Public Officers maintain training requirements. Oversee Department of Motor Vehicles (DMV) Pull Notice program and ensure prompt communication with field personnel regarding driver's license status and related issues. Actively participates in the Siskiyou County Arson Taskforce. Supervises the accuracy of investigations (LE-66) and CAL FIRE Incident Reporting System (CALFIRS) reports. *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:			
"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 _____	

Working Title of Position
**Battalion Chief Fire Prevention / Law
Enforcement**

Percentage of Time
Required

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

35%

***FIRE PREVENTION ENGINEERING**

Provides overview of the development of the Unit Fire Plan, Unit mapping projects, and participate with the various Fire Safe Councils within the county. Coordinates the Unit Fire Prevention Program in accordance with Unit Fire Plan. Keeps plan current and within the framework of Region and Department Fire Prevention Plan. Supervises the work of the Fire Prevention Specialist II, Forestry Aides, and Volunteers-In-Prevention (VIP) in developing programs per Public Resource Code (PRC) 4291 for conducting inspections for buildings in State Responsibility Area (SRA). Supervises the work of the Fire Captain Specialist in coordinating Unit Fire Prevention Programs for inspections of power lines, rubbish dumps, recreational areas, etc. Supervises / Coordinates the Unit Civil Cost Recovery Program. Coordinate meetings with Unit Battalion Chiefs, Utility Companies, Caltrans, County Road Department, Railroad Companies, and other agencies regarding Unit Fire Prevention Program. Review and enforce PRC 4290 regulations for and with the County of Siskiyou. Prepare annual SKU Fire Prevention Program budget. Develops Unit Burn Permit Plan and Coordinates with Siskiyou County Air Pollution Control District (SCAPCD) on burn day status.

10%

***INFORMATION AND EDUCATION**

Coordinates information and education with Fire Prevention Specialist II, Battalion Chiefs and Fire Captain Specialist, ensuring consistency with the Unit Fire Prevention Program. Coordinates and provide training to Unit personnel in investigation, report writing, information and engineering as needed. Responsible for instituting a process to ensure the Fire Information Center is opened and adequately staffed with qualified personnel when an incident of interest to the public and/or media occurs in the Unit.

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Employee Signature

Date

Supervisor Signature

Date

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Working Title of Position
**Battalion Chief Fire Prevention / Law
Enforcement**

Percentage of Time
Required

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10%

***VOLUNTEERS IN PREVENTION (VIP)**

Supervises Fire Prevention Specialist II in providing VIPs for information, education, and engineering programs. Supervises VIP budget ensuring expenditures remain within acceptable guidelines.

5%

***FIRE CONTROL**

Provides relief Battalion coverage as needed within the Unit. Maintains and/or develops Incident Command System (ICS) qualification. Other duties as required.

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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Job qualifications and/or conditions of employment: Must be a POST certified Peace Officer. Position requires a two (2) year commitment. May be required to work nights, weekends, and holidays.

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Employee Signature
Personnel use only

Date

☐ Posted to Directory

Supervisor Signature

Date

Initials and Date