

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Battalion Chief – Relief/Pre-Fire</u>	
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.		Division and/or Subdivision <u>Siskiyou Unit</u>	
		Location of Headquarters <u>Yreka</u>	
		Class Title of Position <u>Battalion Chief</u>	
		Position Number <u>542-214-9723-008</u>	
		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.		
<u>40%</u>	<p>Under the supervision of the Assistant Chief-Hazard Mitigation, and the direction of the Deputy Chief - Operations, has charge of and is responsible for the effective administration and implementation of the Unit's Pre-Fire and Public Information Programs.</p> <p><u>Pre-Fire Program</u> - *Responsible for the supervision of the Pre-Fire Engineer Fire Captain (PFE), Fire Prevention Specialist II (FPSII), and Defensible Space Inspectors (DSI). Provide functional direction to Unit Pre-Fire staff to validate data and resulting maps and provide technical oversight in developing pre-fire management plans and projects. *Oversee development of GIS data and resulting maps for the High Risk/High Threat areas within the Unit. *Establish a plan to expand Public Information Officer (PIO) staffing and capabilities within the Unit. When necessary act as the Unit PIO and ensure all duties are fulfilled. *Ensure appropriate public contact, public information and public outreach is present. Ensure public information is accurate and timely. Coordinate tracking of all prevention inspections, hazard mitigation, fuels work, prescribed fire acres, damage inspections, and other pertinent data are captured and transmitted to statewide dashboards. *Review of Community Wildfire Protection Plans (CWPP) and the Units Fire Plan. Work with the Siskiyou County Planning and Building department as the Units subject matter expert regarding Public Resources Code 4290 and 4291.</p>		
<u>20%</u>	<p><u>Fuels and Vegetation Management Program (VMP)</u> - *Assist Unit VMP Battalion Chief with planning, prioritizing, developing, coordinating, and implementing vegetation management projects, prescribed burns and community fire-safe projects utilizing fire, mechanical and hand fuels reduction methods. *Work closely with the Unit VMP Forester. *Interact with local area Fire Safe Councils, Firewise Communities, Federal Land agencies and non-agency entities. *Assist with development of burn plans and smoke management plans for prescribed fire projects when necessary. *Foster relationships within the prescribed fire community, specifically, cultural burning and prescribed burn associations (PBA).</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: <u>A two-year commitment is desirable for this position.</u>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Battalion Chief – Relief/Pre-Fire	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
20%	<u>Relief-</u> Act as Relief BC providing supervision and administrative support for all battalion coverage assignments. *Keep current on rules and regulations, policies and procedures involving personnel and other administrative matters. Receive notification of and safety related incidents involving CAL FIRE personnel or equipment, ensure notifications are made through proper channels and complete preliminary event report, green or blue sheet if required. * Establish safety plans for all projects involved with and personally check all work for safe working practices. Ensure all periodic safety inspections are complete, accurate and timely per CAL FIRE policy. *Ensure that all staff work is complete, accurate and timely. *Keep current in all local politics in the communities you serve. This should include the fire service and related groups. Bring forward any critical information to the Deputy Chief-Operations or Assistant Chief-Hazard Mitigation. *Maintain and utilize the State of California's Purchase Card Program (CAL Card).		
15%	<u>Fire Control and Incident Management-</u> *Perform in Leadership Incident Command System positions at Emergency Incidents up to and including the Incident Commander. *Make every effort to control all fires at the least possible value loss with constant recognition of costs of losses versus cost of suppression and values saved. *Ensure all required documentation is complete and turned in timely. *Ensure that all fire control personnel are equipped and using all safety equipment as prescribed by CAL FIRE policy. *Any violations should be noted and proper disciplinary action initiated. *Ensure that all fires you respond to are adequately investigated for origin and cause identification. *Work closely with all other fire agencies; USFS, Fire Districts, volunteers, etc., *Establish good working relationships with these departments and participate in training sessions *Be prepared to transition command on any incident and complete a transition-briefing packet for Command & Control Intelligence information.		
5%	Other duties as assigned and required based on Unit operational needs.		
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Personnel use only		<input type="checkbox"/> Posted to Directory _____ Initials and Date	