

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief, Relief/ Hired Equipment	
		Division and/or Subdivision Madera Mariposa Merced 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 Madera	
		Class Title of Position Battalion Chief	
		Position Number 541-414-9723-007	
		Effective Date August 1, 2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the general direction of the Madera Assistant Chief, the Relief/Hired Equipment Battalion Chief is responsible for coordinating and managing the Hired Equipment Program on behalf of CAL FIRE Madera Mariposa Merced Unit. The 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: *Emergency Response and Coverage duties: *Responds to and direct activities on all wildland, 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 as needed. *Communicate and provide situational updates to the Unit Duty Chief, and or your supervisor as needed to meet policy and expectations. *Responsible for maintaining effective working relationships with other agencies involved in emergency response and public safety. *Maintain awareness of the fire control problems throughout the Unit. *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 as well as the protection of property and the environment. *Safely operate equipment every day in both normal conditions and in hazardous environments and situations. *Participate in the Department's physical fitness programs to maintain physical readiness to respond to emergencies and perform the duties required in any emergency response.		
30%	Hired Equipment: *Under direction, manage and implement various Hired Equipment Program objectives. *Conduct Unit Hired Equipment Program Reviews. *Coordinate Supplier sign-ups and paperwork. *Assist with the development of the Hired Equipment policy and procedure supplements, revisions, and augmentation. *Assist with Supplier recruitment and retention (including Small Business and Disabled Veteran Business Enterprises). *Support in the investigation process including determination of Supplier sanctions. *Provide outreach and training to Suppliers to maintain compliance with program requirements. *Assist Finance Section with Hired Equipment workload. *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: <u>Meet terms of Battalion Chief Stress Duty Statement. Incumbent 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. May be subject to working nights, weekends or holidays in support of emergency incidents. May require a two-year commitment.</u>			
"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 _____	

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

20%

* Administration and Supervision duties: *Counsel employees and/or refer them to the Employee Assistance Program as needed. *Ensure that personnel issues are being handled in a timely and professional manner. * Use and enforce progressive discipline as needed to ensure compliance with policy and expectations. *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. *Assist with personnel movement and allocation of assignments. *Organize documents needed for selection process and seat assignments. *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, policies, mandates and expectations. *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, personnel issues, including the coordination/communication of actions taken and or needs with the primary BC or program supervisor. *Arrange for technical assistance to perform maintenance work which is beyond the capability of station personnel. *Comply with all department and unit policies and expectations. *Analyze reports, policies and procedures, local government documents, legislation, and prepare input and correspondence as necessary. *Coordinates application and administration of special grants which support local government and state fire protection programs. *Responsible for attending meetings necessary for the management of the program, as well as divisional and/or unit meetings, to foster and ensure open communications with supervisors, peers, employees and cooperators in other programs and agencies.

15%

* Participate in job-required and job-related training in the areas necessary to meet the needs for supervision, program management/development and any topics necessary to maintain readiness and qualifications to respond to emergency incidents, fulfill your job duties statements and expectations. Successfully completes the required training as a condition of employment. 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: You are a valued member of the Department's team and are expected to work cooperatively with team members and other entities to enable the Department to provide the highest level of service possible, fulfill its mission and meet expectations.

"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