

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Headquarters Relief	
		Division and/or Subdivision Northern Region – Tehama Glenn 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 a brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs 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 Red Bluff	
		Class Title of Position Battalion Chief	
		Position Number 542-215-9723-016	
		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.		
30%	Under the direction and supervision of the Deputy Chief (Administration), the Headquarters Relief Battalion Chief is responsible for relief battalion coverage. This individual is expected to implement, adhere to, and enforce all CAL FIRE and Tehama County Fire policies and procedures. *Routinely provides scheduled Chief Officer coverage for field battalions, providing first line supervision to fire station managers, collects and audits payment and purchase documents, timesheets, month end reports, workers compensation documents, reviews CAL FIRE Incident Reporting System (CALFIRS) reports and other miscellaneous paperwork. Addresses scheduling issues for staffing of apparatus. Responds to local emergencies as an initial and/or extended attack Incident Commander and other duties as required to support unit operations.		
25%	*Firefighter I Hiring Coordinator *Reconciles positions using current blue book to ensure hiring/recruitment accuracy. *Communicates with AGPA Hiring, Personnel Specialists, Training Bureau, and unit staff with hiring dates and numbers. Provides unit leadership reports for use in hiring plans. *Works with region hiring staff, requests list certifications, and validates hiring candidate eligibility.		
20%	*Responsible for the coordination and implementation of the Tehama Glenn Units Hired Equipment Program, consistent with current laws, policies, and directives. *Maintains accurate records of contracts, inspections, etc. * Attends training, seminars, conferences, etc. related to CAL FIRE's Hired Equipment Program. *Provides training and guidance to other Tehama Glenn Unit Staff on Hired Equipment processes and procedures. *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 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: See page 2.			
"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.
-----------------------------	---

10%	*Manages the Tehama Glenn Unit (TGU) Forestry Logistics Officers (FLO) and the Tehama Glenn/Tehama County Fire Department Service Center. * Ensures all Service Center budgets are maintained, and all spending and purchasing is tracked. * Provides oversight for the units' PPE tracking and cleaning programs
10%	*Special assignments as required including but not limited to, All Risk emergency operations. *Respond to emergency incidents both in and out of unit. *Assists in maintaining Intime duty scheduling program showing days off, vacations, holidays. * Assists with completing the 21-day tracker, ordered overtime list, and other required spreadsheets. *Maintain proficiency, qualifications, and experience standards in accordance with applicable laws, procedures, and department policy. *Act as the Tehama Glenn Unit Alternate Vacation Coordinator.
5%	<p>*Other duties as assigned.</p> <p>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 test.</p> <p>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.</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 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: Maintains the Arduous Fitness Standard in accordance with Department Policy. Position may require a two (2) year commitment. May be assigned duties on incidents statewide. Must be able to make decisions under stressful conditions. Must be able to multi-task. May be required to work nights, weekends, and holidays.

"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