

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Special Projects - Relief Battalion Chief</u>	
		Division and/or Subdivision <u>Lassen-Modoc Unit</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.		Location of Headquarters <u>Susanville, CA</u>	
		Class Title of Position <u>Battalion Chief</u>	
		Position Number <u>542-212-9723-009</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.		
45%	*Under the direction of the Assistant Chief, the Special Projects - Relief Battalion Chief is responsible for a broad range of duties as Field Battalion Relief as well as various Operational and Administrative Programs. Special Projects. *Incumbent will be responsible for the following Unit Operational and Administrative Duties: *Burn permit review and field inspections, *Unmanned Aerial System (UAS/DRONE) program supervisor, *Serves as a Public Resource Code (PRC) 4290 et. seq. subject matter expert and conducts applicable California Fire Safe Regulation related inspections as needed throughout the Unit. *Land use planning.		
30%	Relief Battalion Chief. Acts as Relief Battalion Chief as assigned. *Provides all administrative support and supervision while assigned Battalion coverage. *Ensures all reports are done by battalion staff, supervises training in battalion, evaluates employees' performance on emergency incidents and during routine station activities. *Conducts progressive discipline when appropriate. *Evaluates performance of company officers and crews. *Coordinate all activities with regularly assigned Battalion Chief before and after relief assignment. *Ensures that safe practices are always employed.		
20%	Emergency Response. *Responds to all types of emergency incidents and acts as Incident Commander or other Incident Command System (ICS) roles in initial attack and extended attack incidents. *Available for immediate response to any emergency within the unit, statewide, as well as out of state. *Supervises and directs multiple emergency resources. *May act as Agency Representative during interagency incidents. *Fuels reduction project coordination.		
5%	Other duties as assigned.		
*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>See page 2.</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.

The incumbent is required to wear respiratory protection equipment (including 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.

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.

*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: **Position may require a two-year commitment. Must successfully obtain a FAA issued Remote Pilot Certificate (Part 107 test) and complete DOI A-450 (small aircraft basic operator) within the first 18 months. May travel to Susanville, CA as required. May be subject to working 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