

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Fox Fire Center Battalion Chief (B3337)	
		Division and/or Subdivision Southern Region / San Diego Unit (SDU)	
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 Central Division / Fox Fire Center	
		Class Title of Position Battalion Chief	
		Position Number 542-314-9723-005	
		Effective Date 08/04/2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	<p>The BATTALION CHIEF, under the general direction of the Assistant Chief (Division Chief – Central Division), is responsible for:</p> <p>BATTALION COVERAGE, EMERGENCY ACTIVITIES, and PUBLIC MEETINGS:</p> <p>*Responsible to work closely with all agencies and with adjoining Battalions to provide a quality and consistent fire protection and emergency services program. *Responsible for maintaining positive relations and frequent communication within CAL FIRE and with adjoining agencies. *These communications will assure a seamless operation with a high degree of situational awareness by all and allow for coverage of meetings and other commitments by partner Battalion Chiefs, the Division Chief and others as appropriate. *Assure that a positive public relations program is implemented within assigned daily coverage areas. *Maintain cooperative relationships with other members of the staff, and work as a team player. *Provide both quality wildland and municipal fire protection services within the Division. *Pro-active communications with other fire agencies in the division; including federal, tribal, city, and FPD departments.</p> <p>*When assigned, provide field coverage to San Diego Unit Battalions in a partnership with all Battalion Chiefs (Schedule "A" and "B") that includes the oversight of all CAL FIRE stations as well as any local government fire stations through cooperative agreement(s) within the Battalion. *Responds to emergency incidents as a Chief Officer and may take command of incidents when justified or requested. *May also function in subordinate Incident Command System (ICS) positions or other assignments. *At emergency incidents, guides all decisions and activities by governing department policies and procedures including, but not limited to, the ICS and applicable training standards. *Always consider safety as the first priority in any emergency activity and ensures that others do the same. *Required to have department vehicle available for immediate response when on duty *Responsible to be available in assigned "Zone" [assigned battalions] when on-call, unless on department business outside the "Zone". *Attend community meetings on behalf of the department throughout the Division as needed, including at night and occasionally on scheduled days off.</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: The Unit expects a two-year commitment for all permanent assignments before granting transfer eligibility. May be required to work nights, weekends, or holidays in support of emergency incidents.			
"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 _____	

Working Title of Position
Fox Fire Center Battalion Chief (B3337)

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
25%	<p>PERSONNEL: *Supervise and manage the San Diego Unit Fire Center; directly supervising the Fox Fire Center and assigned staff in accomplishing CAL FIRE objectives; oversee the training at the Fox Fire Center, maintaining current CAL FIRE / local government personnel records. *Manage the schedule for all staff assigned to the Fox Fire Center. *Reviews employee performance, completes evaluations, and develops Individual Development Plans with assigned staff. *Counsels employees and makes referrals to the Employee Assistance Program, as necessary. *Reviews attendance reports, absence requests, and travel expense claims for accuracy. *Maintain a cohesive team of career and volunteer reserve firefighters. *Provide leadership, sound decision making, strategic forecasting, and mentoring.</p>
10%	<p>FACILITY MAINTENANCE/REPAIRS/MINOR CONSTRUCTION PROJECTS: *Coordinate a facility repair and minor construction program that assures Cal/OSHA compliance and continued trouble-free operation of all facilities systems such as: electrical, natural gas, water, heating, air conditioning, sewer, and planning and supervision as necessary for minor construction projects. *Coordinate local government facility repairs with respective agencies. Conduct facility maintenance inspections within coverage areas to assist the Administrative Officer with the coordination of Unit facility repairs and major maintenance. *Coordinate with Region Office concerning Capital Outlay, Minor Capital Outlay, and Special Repairs.</p>
10%	<p>PROJECT MANAGEMENT / FINANCE: *Assist Unit management with project planning, coordination, and implementation as assigned. *Responsible for prioritizing and tracking expenditures, including all FI\$CAL approvals and reconciliations.</p>
10%	<p>AUTOMOTIVE EQUIPMENT: *Determine that all assigned automotive equipment is properly maintained within CAL FIRE / local government policy and fiscal constraints, that appropriate reports, records, and financial data are maintained in a state of readiness to meet the CAL FIRE fire control and work responsibility. *Coordinate with the FEM for repair and modification of all State automotive equipment.</p>
5%	<p>Other duties as required.</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: The Unit expects a two-year commitment for all permanent assignments before granting transfer eligibility. May be required to work nights, weekends, or holidays in support of emergency incidents. Maintains the Arduous Fitness Standard in accordance with Department policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such Cal/OSHA requires the incumbent to be annually medically cleared to be fit-tested for respiratory protection equipment.

"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