

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Field Battalion Chief (West 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, CA	
		Class Title of Position Battalion Chief	
		Position Number 542-215-9723-013	
		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.		
20%	Under the general direction of the Tehama-Glenn Unit (TGU) West Division Chief, the West Relief Field Battalion Chief is responsible for coordinating and managing all activities within the assigned battalions. The Relief Battalion Chief provides relief coverage for various battalions. Duties include but are not limited to the following: Personnel *Supervises the Fire Captains (FC), Fire Apparatus Engineers (FAE), and the volunteer program(s) within the battalions. *Assists in maintaining InTime duty scheduling program showing days off, vacations, holidays, and authorized overtime. *Reviews and completes performance reports for Fire Captains, Fire Apparatus Engineers and Firefighters. *Reviews and approves sick leave, absence requests, time slips and travel expense claims as required. *Ensures all personnel adherence to policy and procedures.		
20%	Administration *Manages the grant-acquisition program for California Department of Forestry and Fire Protection (CAL FIRE) and the Tehama County Fire Department. *Researches and evaluates grant opportunities, prepares applications, and directs the approval process. *Searches, administers, and maintains grants and provide for accountability and reporting. *Provides guidance to develop and administer volunteer companies as necessary. *Ensure that volunteer companies are active, qualified, and efficient. *Analyzes directives and disseminates information to department personnel. *Prepare special reports for headquarters as required. *Conducts administrative inspections of fire stations. *Facilitates mutual aid programs with cooperative emergency agencies. *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: See page 3.			
"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 _____	

Working Title of Position
Field Battalion Chief (Relief)

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
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15%	Finance *Assists with TGU's Financial Information System for California (FI\$CAL) purchasing, approvals, and reconciliations. *Submits items for assigned projects, both new and replacement. *Authorizes emergency expenditures and approve requisitions for materials within county and state policies. *Monitors and maintains records for all property and equipment in the battalion for conditions and maintenance. *Arranges for replacement of property and equipment as needed.
15%	Emergency Response *Responsible for the overall emergency/fire control for state/county in the area of assigned responsibility. *Attends emergencies that are necessary for a chief officer or administrator. *Responds to fires and emergencies as required for battalion coverage throughout the county and the State of California. *Maintains a good working relationship with neighboring fire agencies. *Serves as incident commander on emergencies as assigned.
10%	Training *Arranges training of all personnel, both paid and volunteer, in the area of assigned responsibility in skills and knowledge necessary to successfully accomplish their tasks. *Conducts multi-company drills with personnel that will successfully accomplish the goals and objectives as set for emergency operations. *Arranges training sessions of personnel in hospitals, schools and public groups as requested. *Attend training sessions that will provide greater knowledge of the supervision of emergency incidents. *Maintains the accuracy of training records and reports
10%	Fire Prevention Works closely with other law enforcement agencies and fire prevention officers within CALFIRE that deal with law enforcement problems. *Keeps up to date with changing laws and county ordinances. *Manages the fire prevention activities in the Unit, works with Fire Marshal and Fire Prevention Bureau Chief in all aspects of fire prevention; helps set up fire prevention plans. *Reviews and provide information to the Fire Marshal for plan development. Provides adequate input for hazard inspection program, for vegetation and commercial. *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.

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Job qualifications and/or conditions of employment: See page 3.

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Employee Signature

Date

Supervisor Signature

Date

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Working Title of Position
Field Battalion Chief (Relief)

Percentage of Time
Required

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

5%

Public Relations, Communication, and Coordination

Maintains public relation programs within the battalion and establishes standards for all subordinates, and support structures. *Coordinates with service groups, newspapers, radio, and television media involving fire department operations. *Contacts civic groups, schools and other public groups, and their personnel to give public education programs and talks.

5%

Other duties as required.

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 for the job, 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 tests.

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.

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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

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