

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Relief/Safety Battalion Chief</u>	
		Division and/or Subdivision <u>Tulare</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>Visalia</u>	
		Class Title of Position <u>Battalion Chief</u>	
		Position Number <u>542-416-9723-002</u>	
		Effective Date <u>10/23/2025</u>	
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 general direction of the Assistant Chief (Operations Division Chief), the Battalion Chief (Relief Battalion Chief/Unit Safety Officer) is responsible for coordination and managing all activities within the battalion. The Relief Battalion Chief provides relief coverage for various battalions due to shortfall of Battalion Chief staff as a result of 66-hour work week. Duties include but not limited to the following: *Safety Program Administration: *Incumbent functions as the Unit Safety Officer and is responsible for all aspects of coordinating and managing the Unit Safety Program. *Coordinates with Unit Training Chief to provide or arrange training of all permanent, limited term, and seasonal personnel, in the skills and knowledge necessary to safely accomplish their tasks. *Responsible for the Unit Injury & Illness Prevention Program (IIPP) coordination, and Safety Data Sheets (SDS) coordination. *Reviews all injury and accident reports and recommends appropriate action. *Completes all required reports relating to administration of the Unit Safety Program. *Participates in Safety Program meetings, calls, and conferences. *Acts as the Unit liaison to Department of Industrial Relations/ Occupational Safety and Health Administration (DIR/OSHA) for Unit records request and Pressure vessel permitting. *Collects statistical information on department vehicle accidents for analytical trends for review and educational purposes. *Prepares the unit INS 68 and ME60 Annual Vehicle reports. *Acts as Safety Officer on incidents, Vegetation Management Programs (VMP), and unit training events. *Prepares unit level Safety messages for approximate circumstances such as weather, driving etc. *Conducts administrative safety inspections of all stations and automotive equipment, noting condition of the fire station and equipment, maintenance records, personnel training record issuances, etc. *Provides and encourages active support of the Unit Safety Program. *Unit Safety Committee Chair/Coordinator. *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>The incumbent is required to wear respirator 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.</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 ☐ 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.
25%	*Emergency Responsibilities: *Responds and directs activities on all wildland and structural fires and other all hazard emergency operations where chief officer coverage is required. *Maintains working relationships with cooperating agencies including but not limited to California Highway Patrol (CHP), United States Forest Service (USFS), National Park Service (NPS) local government agencies, Office of Emergency Services, etc. *Listed in the Unit Emergency Response Directory and FIREScope Plan. *Coordinates and participates in Fuels projects including but not limited to VMP, Vegetation Treatment Programs (VTP), Prescribed Fire, and Fuels Modification. *Keeps aware of fire control problems in rural and urban areas. *Acts as a hospital or family liaison. *Participates in community meetings. *Administration: *Provides guidance to develop subordinate employees, as necessary. Coordinates fire department programs. *Prepares special reports for headquarters, as required. *Reviews purchase documents. *Prepares battalion property and equipment budget. *Monitors State property needs and places orders through channels. *Reviews placement of state property and adjusts, as necessary, to ensure optimum usage. *Monitors condition and maintenance of State property. *Responsible for coordinating with the Fleet Manager for repair and modification of State automotive equipment. *Audits and prepares monthly timesheets for Personnel. *Personnel: *Analyses directives and disseminates information to station Personnel. *Maintains a duty schedule for employees while ensuring vacation and holiday balances are kept within mandated standards; maintains oversight for duty schedule for seasonal employees. *Counsels employees and makes referrals to the Employee Assistance Program, as necessary. *Reviews attendance reports, absence requests and travel expense claims for accuracy. *Fire Prevention: *Assists the Unit's Fire Prevention/LE-100 Program in coordination with the respective Battalion Chiefs and the Unit Fire Prevention Chief, schools, general public, and water and utility companies. *Related activities include: assisting in the hiring and supervision of the Defensible Space Inspectors. *Assists in the management of the Units LE-100 program including the management of the Collector App and related reports. *Assists in the coordination of the Defensible Space inspections with the Battalion Chiefs and the Unit Fire Prevention Staff. 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.
20%	
15%	
10%	

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Job qualifications and/or conditions of employment: **May be subject to working nights, weekends, and holidays. Transfer candidates may require a two-year commitment.**

"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