

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (04/01)		Working Title of Position BDU CCC Battalion Chief	
		Division and/or Subdivision BDU CCC Hand Crew Program	
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 San Bernardino Unit (BDU)	
		Class Title of Position Battalion Chief	
		Position Number 542-347-9723-001	
		Effective Date 11/01/2025	
Percentage of Time Required 30%	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
I. DEFINITION Under the direction of the Assistant Chief or equivalent position, the San Bernardino Unit (BDU) Conservation Corps (CCC) Battalion Chief is responsible for the administration of the BDU CCC hand crew program. This includes working in conjunction with CAL FIRE and CCC staff to ensure the program complies with all applicable agreements, memorandum of understanding (MOU), and standard operating guidelines while safely accomplishing the missions of both departments. II. DUTIES Duties and responsibilities of the BDU CCC Battalion Chief include, but are not limited to, the following: <u>Administration</u> *Administers the BDU CCC hand crew program through interpretation and application of CAL FIRE policies, directives, and guidelines; management of fiscal and personnel matters; and management of CAL FIRE and CCC program requirements. *Ensures adherence of the BDU CCC hand crew program to the department's Injury and Illness Prevention Program (IIPP). *Completes purchases to support the BDU CCC hand crew program, following all state and department procurement policies and procedures. *Works with Unit Resource Management staff to identify, develop, and implement fuel reduction projects. *Collaborate with the CAL FIRE Assistant Chief and Company Officers, and the CCC Conservationist II, Conservationist Supervisor, and District Director, to regularly assess the BDU CCC hand crew program for operational efficiency, opportunities for growth, and solutions to problems. *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>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 that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. The Unit expects a two-year commitment for all permanent assignments before granting transfer eligibility. May be subject to working nights, weekends or holidays.</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 _____			

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30%	Personnel * Provides supervision of the CAL FIRE Company Officers and other personnel assigned to the BDU CCC hand crew program. *Completes annual performance appraisals and Individual Development Plans. *Understands and ensures compliance with applicable MOUs. *Maintains duty schedules and applicable overtime rotation list, keeping vacation and holiday balances to acceptable standards. *Reviews and approves attendance reports, absence requests, purchase orders and expense claims. *Maintains accurate records of qualifications, training, professional licenses, and performance. *Ensures all required reporting is completed accurately and within identified timelines		
20%	Facilities & Equipment *Coordinates with BDU headquarters Command staff to identify and address headquarters facility maintenance needs. *Coordinates with CAL FIRE and CCC personnel in the acquisition of tools and PPE. *Ensures all CAL FIRE BDU CCC hand crew program motorized equipment is maintained to Unit and department expectations and standards. *Conducts administrative inspections on all CAL FIRE BDU CCC hand crew program automotive equipment.		
15%	Emergency Response *Responds to and directs activities on all wildland and structural fires and other emergency operations where Chief Officer coverage is required. *Maintains working relationships with other agencies involved in emergency work. *Keeps aware of fire control problems present in both rural and urban areas. *Oversees hand crews on emergency incidents. *Responds to wildland fires throughout the State in positions commensurate with the responsibilities of their position and ICS qualifications. *Maintains Crew and Engine Strike Team Leader ICS qualifications.		
5%	*Other Duties as Required.		
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