

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Assistant Chief Central Division	
		Division and/or Subdivision Shasta Trinity 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 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 Redding	
		Class Title of Position Assistant Chief	
		Position Number 542-213-1039-007	
		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.		
40%	Under the general direction of the Deputy Chief of Operations, the Assistant Chief – Central Division has overall responsibility for the management of Battalions 3, 4, and 7, the Direct Construction Supervisor I (DCSI), and State and County facility programs, and will provide a professional level of service to the public in both emergency and non-emergency situations in accordance with department policy. Duties include, but are not limited to, the following: *Directly supervises the Battalion Chiefs for the Shasta-Trinity Unit Battalions 3, 4, and 7. Ensures all Battalion Chiefs are held accountable for their actions. *Completes employee performance evaluations yearly. *Responsible for ensuring required paperwork is completed by division personnel within the unit, department, and state time frames. *Ensures review of policy and adherence to policy is standard for all personnel. Maintains relationships with cooperating agencies and stakeholders within the division. Acts as the subject matter expert for in the division. *Provides insight and guidance to the Shasta County Fire Department (SCFD) Paid Call companies in conjunction with the Battalion Chiefs. Manages the SCFD Reserve Program with the designated coordinating Battalion Chief. Manages the SCFD Schedule A program with supervising Battalion Chiefs. Attends SCFD chiefs' meetings when available. Along with the Battalion Chiefs, oversee updates to yearly use agreements, operating plans, and mutual aid/automatic aid agreements within the division. Conduct yearly safety and administrative inspections within the Division. *Work with programs and Battalion Chiefs to maintain and manage State and County budgets. *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: 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
Personnel use only ☐ Posted to Directory			
Initials and date			

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Assistant Chief Central Division	
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30%	*Responsible for all state facilities within the unit. Work in conjunction with Region Technical Services for project requests that require region funds. *Work with Unit Finance and Technical Services to obtain Public Works Contracts. Act as the Contracts Manager and compile contracts when needed. Work with DCSI to complete the Scope of Work for new contracts. *Oversee contracts and close them out after work is completed. *Work with State Fire Marshal and GOVMOTUS to apply for and obtain project permits. *Work with the State Fire Marshall for annual inspections of all facilities. Report facility updates and changes to Annual Verification when prompted. Answer to California Occupational Safety & Health Act (CAL OSHA) for any facility inquiries, work with County Environmental Health for annual Haz Mat inspections. Update facilities annually in the County California Environmental Reporting System (CERS) program. *Work directly with the unit Battalion Chiefs to ensure deferred maintenance projects are identified and submitted to region. Maintain fiscal accountability and budget/project spreadsheet with Region Tech Services.		
15%	*Responsible for all SCFD County facilities and their maintenance, upkeep, and projects. Coordinates with Shasta County Facilities for project requests and work completions. Responsible for a yearly SCFD facilities budget. *Works directly with SCFD volunteer companies and the CAL FIRE Battalion Chiefs for submittal of project requests. Works with County Environmental Health for annual Haz Mat inspections. Update facilities annually in the County CERS program.		
5%	*When directed by the Duty Chief or Deputy Chief, responds to major emergency incidents within the Unit's jurisdiction and, as necessary, assumes Incident Commander role. Maintains working relationships with other cooperating agencies involved in emergency incidents, including, but not limited to, Shasta County Sheriff's Office, California Highway Patrol, United States Forest Service, National Parks Service, Bureau of Land Management, City and District Fire Departments, County Departments, roads and highway departments, Office of Emergency Services, etc. Responds to emergency incidents throughout the state in positions as listed in the unit fire line positions qualifications list.		
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5%	*Per schedule, serve as the Unit Duty Chief for both CAL FIRE and SCFD. On behalf of the Unit Chief, manages personnel and resources for the unit and SCFD. During major emergencies and when necessary, reports to the Shasta-Trinity Unit (SHU) Emergency Command Center (ECC) to provide guidance as the Duty Chief.
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, 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 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. *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.

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