

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Air Attack Officer (B-3408)	
		Division and/or Subdivision Southern Region – San Luis Obispo 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 San Luis Obispo	
		Class Title of Position Battalion Chief	
		Position Number 542-316-9723-010	
		Effective Date 11/18/2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the direction of the Assistant Chief (D3405) Inland Division, the Air Attack Officer is expected to perform the following duties and responsibilities: supervision and management of the Unit's Air Tactical Operation and battalion level programs and personnel. Work with Unit personnel management, training, facility management, unit safety program, mobile equipment management, fiscal management, fire prevention and law enforcement, resource management, emergency incident management, and other duties and responsibilities as required and assigned as follows: *Oversees all aspects of the air base operations including inspection, care, and maintenance. *Maintain and inspect retardant pumps, tanks and delivery lines, structures and mobile equipment. *Oversee the administration of contracts for all fixed wing aircraft, helicopters and pilots assigned to the Paso Robles Air Attack Base(PRAAB). *Plan, coordinate, and supervise the efforts of Fire Captains and all personnel assigned to PRAAB facilities. *Oversee preparation and submission of necessary records, reports and financial documents for completeness and accuracy. *Coordinate with local airport management, FAA officials, fixed base operators, contractors and cooperators to ensure efficiency and safety. *Assists in managing San Luis Obispo Unit Air Program budget.		
20%	*The Air Attack Officer serves as the Air Tactical Group Supervisor on incidents (generally during Base Staffing). *Provide reconnaissance and mapping services as requested for supplemental detection. *Maintain working knowledge of helicopter operations. *Responsible for the emergency and routine management and supervision of all air attack operations at Paso Robles Air Attack and for air tactical operations while flying on incidents, including airtanker and helicopter operations. * Works closely with Fireline Personnel to ensure the effective and efficient coordination of air and ground personnel on incidents to meet the incident objectives. *May serve as Air Operations Branch Director on incidents when requested. *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: Successfully completes required training as a condition of employment. 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. May be required to work nights, weekends, and holidays. Transfers 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	<input type="checkbox"/> Posted to Directory		
Initials and date			

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25%	*Responds to and manages emergency incidents as dispatched or assigned; performs other emergency incident duties as assigned; ensures completion of all incident-related documents as required; establishes and maintains cooperative relationship with local government agencies; establishes and maintains mutual aid agreements as appropriate. *Shall have a good working knowledge of all Federal, State, and Local Agreements and Operating Plan and apply this knowledge effectively and efficiently on single and multi-jurisdiction incidents. *Assures the projects and personnel are working in close cooperation with other program management within the Unit including Administration, South Division, North Division, Ventura Division, Community Risk Reduction Division, Law Enforcement, Fire Prevention, ECC, Fleet program and the Training Bureau.
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10%	*In coordination with the San Luis Obispo Unit Training Battalion Chief and Tactical Air Operations Program the Air Attack Officer shall plan, coordinate training requirements for all CAL FIRE and Contract personnel assigned to the PRAAB and Local. *Provides air program presentations and other duties to groups both at the base and to cooperators. *Prepares evaluations and critiques for all personnel and contractors assigned to the San Luis Obispo Unit Air Program on a regular basis or as needed.
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5%	*Field Battalion Chief coverage when appropriate.
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5%	Perform other duties as required.
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