

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief	
		Division and/or Subdivision Stockton/Delta Fire Center	
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 Andreas	
		Class Title of Position Battalion Chief	
		Position Number 542-438-9723-001	
		Effective Date 12/1/25	
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 direction of the Unit Fire Centers Assistant Chief, the Battalion Chief provides first line supervision of the CAL FIRE staff at the Stockton/Delta Fire Center. Provides relief coverage for various Unit battalions as necessary. Duties include but are not limited to the following * Responsible for the supervision and evaluation of the Fire Captains assigned to Stockton Delta Fire Center. *Coordination and planning, developing, implementing, and evaluating of the staff assigned to the Stockton/Delta Fire Center. *Assures that all work for Federal, State and Local agencies or private property owners, is conducted within policy and department procedures and that the projects and personnel are working in close cooperation with other program management within the Unit including Administration, Pre-Fire Division, ECC and the Training Bureau. *Ensures that all work project binders and personnel performance reports are completed accurately and timely. * Ensures all CAL FIRE personnel are following CAL FIRE/California Conservation Corps (CCC) Memorandum of Understandings (MOU) and Operation Guide. May assist in the annual update/review of the CAL FIRE/CCC Operation Guide. Completion of daily, weekly, monthly and yearly reports which include burning permits, Cal Card, budget formats, Epay, requisition and other data pertaining to personnel.		
30%	*Represents CAL FIRE in joint agency facility inspections with CCC. Responsible for preparing staff for the bi-annual camp management review. In preparation for the review, ensures successful completion of annual inspections by the State Fire Marshal and Department of Environmental Health. Responsible for the preparation of the annual joint agency Fire Preparedness Exercise.		
*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: *Nights, Weekend, Holiday and Rotating shifts may be required. 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 the incumbent to be annually medically cleared to be fit-tested for respiratory protection equipment. Battalion Chief shall be within 30 minutes of battalion during required standby/on call hours. The Unit expects a two-year commitment for all permanent assignments before granting transfer eligibility.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> 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.

20%

Supervise and manage fire control activities when performing coverage in battalions and on adjacent lands within the state or federal jurisdiction as need arises. In addition to fire management responsibilities, employee shall work in the areas of pre-suppression, planning, land use management and the Fire Safe Program assistance. *Direct training of employees to assure operational competency and meet or exceed training requirements as stipulated in the department's Master Training Plan. *Participate and attend training courses to assure compliance with the Master Training Plan requirements. Participate in training sessions as an instructor. *Respond to local emergencies as an initial and/or extended attack Incident Commander. Responds to emergencies statewide as directed by the Emergency Command Center. May respond to contract county incidents as CALFIRE crew representative.

10%

*Work with the Unit Forester, Division Chiefs and other Battalion Chiefs to implement Fuel Reduction and Vegetation Management projects in the Battalions. *Coordinate with the Unit Fire Plan and the Local Community Wildfire Protection Plan. *Direct and supervise employees in facility, vehicle and personal safe work practices. *Assure all facilities and equipment is continuously inspected for maintenance and safe operation. *Assure all employees are properly trained on the department's Safety Plan. *Direct and supervise employees in development and participation in the departmental Physical Fitness program. *Other duties as required.

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Employee Signature

Date

Supervisor Signature

Date

Personnel use only

☐ Posted to Directory

Initials and Date