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| STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) | | Working Title of Position Staff Battalion Chief – Prevention | |
| | | Division and/or Subdivision Southern Region / San Diego Unit (SDU) | |
| 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 Diego Unit Headquarters, El Cajon, CA | |
| | | Class Title of Position Battalion Chief | |
| | | Position Number 542-314-9723-901 | |
| | | Effective Date 12/01/2025 | |
| 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 w/Differential, (Community Risk Reduction Deputy Chief), the Prevention Battalion Chief manages the San Diego Unit and County Fire Department Prevention Bureau. | | |
| 20% | <u>Specific Duties Include:</u> *Coordinate and maintain a comprehensive unit-wide prevention program. *Supervise Fire Captain Specialists assigned to the Prevention Bureau. *Influencing fire safe mannerisms for 2.8 million residents and users of state protected lands. *Initiate and maintain cooperative relationships between the unit's fire prevention bureau and the San Diego County Fire Marshal office. *Provides the unit with the necessary materials and expertise to carry out its information and education mission. *Coordinates with Mexican authorities on the dissemination of fire prevention literature and other actions to increase fire safe awareness to non-English speaking persons. *Directs the unit's Volunteers in Prevention program. | | |
| 20% | ENFORCEMENT: *Coordinates and administers the Unit's law enforcement program. *Conducts fire investigations and prepares case reports for both criminal and civil matters. *Maintains working relations with other law enforcement agencies within the unit. *Administers fire investigation training for CAL FIRE and outside agencies as required. *Maintains ongoing analysis of the unit's ignition occurrences relating to arson caused fires. | | |
| | IGNITION MANAGEMENT: *Develops and implements the unit's ignition management plan in cooperation with staff, field Division Chiefs/Battalion Chiefs, and pre-fire planners for the management of acceptable ignition levels. | | |
| | *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: The Unit expects a two-year commitment for all permanent assignments before granting transfer eligibility. May be required to work nights, weekends or holidays in support of emergency incident. | | | |
| "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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| Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. |
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20%

FIRE PROTECTION PLANNING AND ENGINEERING:

*Plans and develops a fire hazard risk reduction program for the unit. Maintains familiarity with various laws, codes and ordinances relating to land use and development issues. *Provides direction and oversight of the Unit's Defensible Space Inspection program (DSI).

5%

BATTALION FIELD COVERAGE and EMERGENCY ACTIVITIES:

*Provide field coverage to the San Diego Unit Battalions in a partnership with all Battalion Chiefs (Schedule "A" and "B" "). This includes direct supervision of Fire Captains, Volunteer District Chiefs (in coordination with district boards), Station Managers and Heavy Fire Equipment Operators, all CAL FIRE stations and any other local government fire protection within the battalion. *Responds to emergency incidents as a Chief Officer and may take command of incidents when so justified or requested. *May also function in subordinate ICS positions or other assignments. *At emergency incidents, guides all decisions and activities by governing department policies and procedures including, but not limited to, the Incident Command System and applicable training standards.

5%

MISCELLANEOUS:

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.

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Job qualifications and/or conditions of employment: The Unit expects a two-year commitment for all permanent assignments before granting transfer eligibility. May be required to work nights, weekends or holidays in support of emergency incident. 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.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature
Personnel use only

Date

☐ Posted to Directory

Supervisor Signature

Date

Initials and Date