

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief – Fire Prevention	
		Division and/or Subdivision Santa Clara 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 Morgan Hill Headquarters	
		Class Title of Position Battalion Chief	
		Position Number 542-116-9723-011	
		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.		
35%	Under the direction of the Unit Chief, administers and coordinates the Unit's Fire Prevention Program and supervises the Fire Prevention Staff in attaining the Unit's Fire Prevention Plan goals.		
25%	*Supervises Fire Captain Specialists in the enforcement of forest and fire laws, regulations, and other statutes throughout the Unit. *Maintain fire prevention coverage and respond to incidents as requested. Conducts and provides technical direction to field personnel engaged in fire investigation. *Conducts required investigations, reviews, and processes correspondence regarding loss or damage to state properties from theft, defalcation, and automobile accidents. *Investigates assigned personnel cases, preparing written reports for higher authority. *Upon request, assists field personnel with inspection of problem fire areas, which might eventually result in law enforcement action. Coordinate with the Unit Training Officer to ensure the Unit Peace Officers maintain current training requirements. *Responsible for overseeing the Unit's Fire Investigation Records, Law Enforcement Records, and Evidence Storage. *Represents the Unit as the Unit's Lead Law Enforcement Officer. *Unit Manager of the Civil Cost Recovery Program for both State and local contracts.		
	*Works collaboratively with Unit Community Risk Reduction Program in developing programs per Public Resources Code (PRC) 4291 for inspection of premises and Public Information officer duties. *Supervise Law Enforcement (LE) Fire Captain Specialist in coordinating Unit Fire Prevention Programs for inspection of powerlines, railroads, road and highway right-of-ways, construction projects; i.e., new powerlines, rubbish dumps, and recreation areas. Coordinate meetings with Unit Battalion Chiefs, Pacific Gas & Electric (PG&E), California Department of Transportation (Caltrans), County Road Departments, Railroad entities, and other appropriate agencies regarding the Unit's Fire Prevention Plan. In coordination with Unit functions, prepare Annual Fire Prevention Program Budget. Responsible for producing the Unit's Ignition Management Plan in coordination with the Field Battalion Chiefs. *Responsible for production of the Unit Annual Fire Prevention Report.		
	*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:			
"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			

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Battalion Chief – Fire Prevention	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	*Provide Battalion coverage as needed within the Unit. *Coordinate and direct fire suppression activities as needed.		
10%	*Coordinate information and education with Battalion Chiefs and Fire Captain Specialists, ensuring consistency with the Unit's Fire Prevention Program Plan. *Coordinate and provide training to Unit personnel and other fire agency personnel in investigation and information. Coordinates fire prevention programs for local schools, civic groups, and other organizations; coordinates and prepares fair displays, parades, community exhibits, and volunteers. Responsible for instituting a process to ensure the Fire Information Center is opened and adequately staffed when an incident of interest to the public and/or media occurs in the unit. Works collaboratively in Unit Fire Prevention in providing Volunteers-In-Prevention (VIP) information and education programs.		
5%	*Provide regular and special briefings to the Unit Chief regarding ongoing law enforcement activities. *Maintain positive working environment with Cooperators including County District Attorneys, Judicial members, Fire Marshals, and other fire departments. Actively engaged in County Fire Investigation/Arson Task Forces. *Assists the Administration Chief (DCO) as the Unit Substance Abuse Coordinator. 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 test.		
	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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Job qualifications and/or conditions of employment: Position requires a two (2) year commitment. Must be Peace Officer Standards and Training (POST) certified upon appointment.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____ Personnel use only		Date _____ Supervisor Signature _____ Date _____ <input type="checkbox"/> Posted to Directory _____ Initials and Date _____	