

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Assistant Chief – Hand Crew and Air Operations	
		Division and/or Subdivision Butte 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 Oroville	
		Class Title of Position Assistant Chief	
		Position Number 542-243-1039-001	
		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 – Hand Crew and Air Operations is responsible for the day-to-day operations of the Unit's Fire Centers and Chico Air Attack Base.		
30%	*Responsible and held accountable for all operations within the Magalia Fire Center, Table Mountain Fire Center, and Chico Air Attack Base. *Coordinates with and assists the Deputy Chief by planning, organizing, staffing, directing and evaluating all administrative and program operations within the Magalia and Table Mountain Fire Centers. *Directly supervises the operation of the Magalia and Table Mountain Fire Centers and the Chico Air Attack Base. *Supervises all fire center staff and battalion chiefs to ensure all facilities (safety inspections, vessel permits, injury illness Prevention Program, etc.), mobile equipment (maintenance records, administrative inspections, etc.), and administrative responsibilities (Procurement packages, Electronic payroll (ePay), California Automated Travel Expense Reimbursement System (CalATERS), month ends, collision reporting, fire reports, National Emergency Response Information System (NERIS) reports, annual employee evaluations/Individual Development Plans, reviews/expectations, etc.) are completed and meet the California Department of Forestry and Fire Protection (CAL FIRE) & Butte Unit minimum standards. *Ensures all employees working in the division meet the minimum standards required by CAL FIRE & Unit policy, including currency in all mandatory certifications, uniform standards, Incident Command System (ICS) track selection & qualifications, etc. *Ensures all employees are well trained, fire ready, in compliance with the CAL FIRE / Butte Unit expectations, policies and procedures, and held accountable. Ensures overtime expenditures are kept to a minimum.		
	*Acts as the interagency Liaison between CAL FIRE and the California Conservation Corps (CCC) for coordination of ongoing programs at Magalia Fire Center. *Plans, organizes and directs the work of fire center staff and operations. *Administers the CAL FIRE program at Magalia Fire Center by interpreting and applying CAL FIRE policies and standards, managing fiscal and personnel matters, and generally supervising and managing CAL FIRE responsibilities and involvements. *Promotes effective relationships with CCC Staff, participating in regularly scheduled interagency meetings with CCC. *Works with the assigned CCC camp director to achieve an affective and cooperative organization, promoting communications to ensure project work and emergency assignment operations go smoothly.		
	*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			

Percentage of Time Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

15%

*Serves as the Unit's Capital Outlay Command Committee (CAPCOM) coordinator. *Supervises and provides general direction to the Unit's Direct Construction Supervisor I in all areas of facility maintenance and construction management. *Coordinates and organizes unit capital outlay projects. *Serves as the liaison and single point of contact between region technical services staff and unit personnel. *Prioritizes and coordinates completion of CAPCOM projects within the unit. *Coordinates with region and Sacramento Technical Services staff on completion of facility construction, upgrade and major repairs.

10%

*Assume command of emergency incidents and determine incident tactics and strategy when required. Provide leadership in other emergency operations as required or assigned. *Provide Duty Chief Coverage as assigned. *This includes acting for the Unit Chief in matters relating to emergency management. Perform other ICS qualified assignments as needed.

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, 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.

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Job qualifications and/or conditions of employment: **May be subject working night, 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