

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief - Relief	
		Division and/or Subdivision Tulare 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 Visalia, CA	
		Class Title of Position Battalion Chief	
		Position Number 542-416-9723-001	
		Effective Date 03/16/2026	
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 (Crew Program) – The Battalion Chief - Relief is responsible for coordinating, managing and fielding administrative activities within the Unit. As the Battalion Chief - Relief, the duties include but are not limited to the following: Administrative and Personnel Duties *Organizes, plans, directs, controls and evaluates the work of assigned subordinate personnel to meet battalion, unit and departmental goals and objectives. *Ensures compliance with department and unit rules, policies and procedures; initiates appropriate disciplinary action as necessary. *Ensures assigned personnel maintain operational readiness and performance standards; ensures compliance with mandated trainings. *Completes probationary and annual reviews for all assigned personnel. *Manages battalion-level budget. *Ensures all battalion-level procurement meets department and unit policies and guidelines. *Reviews all fiscal documents for accuracy and completion. *Ensures timely completion and transmittal of all fiscal documents and ensures compliance with unit fiscal accountability standards. *Responsible for Purchase Order (PO) review and level 1 approval in the Financial Information System for California (Fi\$CAL). *Required to review and approve incident reports developed from the CAL FIRE's Incident Reporting System (CALFIRS). *Responsible for attending meetings necessary for the management of the battalion, as well as divisional and/or unit meetings, to foster open communications with supervisors, peers and cooperators in other programs and agencies.		
25%	Emergency Response and Coverage Duties *Responds to and directs operations on all wildland fires, assuming Incident Commander role as necessary. *Available to respond, as needed, to various types of incidents throughout the State including: wildland incidents, structural fires, flooding, earthquakes, and other emergencies. *Provides relief coverage to neighboring battalions, Tulare Fire Center, Mt. Home Conservation Camp and provides Strike Team Leader coverage. *Acts as an Agency Representative, assisting cooperating agencies with emergency and non-emergency incidents. *Responsible for maintaining effective working relationships with various agencies including but not limited to; California Highway Patrol (CHP), United States Forest Service (USFS), Kings Canyon National Park (KNP), Tulare County Sheriff Office (TCSO), California Department of Corrections and Rehabilitation (CDCR), Office of Emergency Services (OES), State and County road departments, Tulare County Fire Department (TCFD), and other local Fire Departments. *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: 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 subject to working nights, weekends or holidays. Two-year commitment may be required.			
"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%	<p>Job Required/Related Trainings *Attend and maintain required trainings outlined in the Employee Development Guide (EDG). *Maintain certifications and qualifications to respond to emergencies and remain active in the unit's Emergency Response Directory (ERD). *Required to maintain mandated certifications and driver's license medical clearance and endorsements as described in the classification specifications.</p>
15%	<p>Resource Management *Assists interested property owners in planning, organizing and completing Vegetation Management Program (VMP) and Vegetation Treatment Program (VTP) to prevent damaging wildfires by reducing fire hazards on wildland in Tulare County. *Required to inspect and approve California Inter-Agency Burning Permit (LE-5) and Application for Permit to Burn (LE-7) submitted by property owners.</p>
5%	<p>Facility and Equipment *Implement, evaluate, and maintain effective operational readiness of all equipment. *Perform regular facilities and equipment compliance and safety inspections to ensure they are maintained in accordance to the established standards. *Coordinates with the unit Capital Outlay Program Committee (CAPCOM) representative to initiate facility maintenance and repairs beyond capabilities of station personnel.</p>
5%	<p>Other duties as assigned.</p>

*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: 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 subject to working nights, weekends or holidays. Two-year commitment may be required.

"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