

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Firefighter Crew Program Battalion Chief	
		Division and/or Subdivision Tulare	
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 Tulare Fire Center – Porterville, CA	
		Class Title of Position Battalion Chief	
		Position Number 542-416-9723-004	
		Effective Date 3/16/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	<p>Under the general direction of the Assistant Chief, Tulare Fire Center (TFC) the Battalion Chief (Firefighter Crew Program Battalion Chief) is responsible for coordinating and managing all activities within the firefighter hand crew program in the Tulare Unit, including crews assigned to the Tulare Fire Center. The firefighter hand crew Program Battalion Chief supports the Unit with relief battalion coverage as needed.</p> <p>Duties include but are not limited to the following:</p> <p>Administration: *Manages the work schedule for the Tulare Fire Center. *Coordinates and schedules hand crew work projects for Tulare Fire Center within parameters outlined by the TFC Assistant Chief. *Evaluates the performance of newly hired Fire Captains assigned to the firefighter hand crew program. *Coordinates with Porterville Development Center concerning all facility related issues. *Organizes facility logistics and purchasing. Monitors State property needs and places orders through channels. *Reviews placement of all property and adjusts, as necessary, to ensure optimum usage. *Monitors condition and maintenance of all State property. *Conducts administrative inspections of firefighter hand crew facilities and automotive equipment, noting condition of the facilities, equipment, maintenance records, personnel training record issuances, etc. *Responsible for coordinating with the Automotive Section for repair and modification of all State automotive equipment.</p> <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.</p>		
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 incumbent is required to wear respirator 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.			
"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	

