

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Defensible Space Assessment/ Training Battalion Chief	
		Division and/or Subdivision Office of the State Fire Marshal/Community Wildfire Preparedness and Mitigation Division	
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 Various	
		Class Title of Position Battalion Chief	
		Position Number 544-063-9723-014	
		Effective Date March 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	<p>Under the direction of the Assistant Chief (AC) of Defensible Space, for the Office of the State Fire Marshal's (OSFM) Community Wildfire Preparedness and Mitigation Division (CWPMMD), the Battalion Chief will coordinate and provide oversight of outreach and training to individual assessors on defensible space and home hardening assessments, and education efforts. Duties may include but are not limited to the following:</p> <ul style="list-style-type: none"> *Support programs, CAL FIRE Units, and local government entities with the implementation of Public Resources Code 4291.05 and Public Resources Code 4291.6 throughout the state. *Responsible for the oversight and coordination in the comprehensive implementation and ongoing maintenance of training Qualified Entities as Defensible Space and Home Hardening Assessors, including curriculum updates and curriculum delivery. *Schedule and coordinate courses. *Support the development, improvement, and maintenance of the Parcel Level Assessments. *Update reporting, dashboards, and data visualization tools. *Provide outreach and training to internal and external stakeholders in appropriate and accurate Defensible Space and Home Hardening Assessments. * Prepare and conduct presentations to state and local agency personnel on the importance of standardized assessments for Home Hardening and Defensible Space. 		
35%	<ul style="list-style-type: none"> *Maintain cooperative relationships with various entities; explain and enforce appropriate rules, laws, and codes; teach, educate, or train others; perform administrative duties; interact effectively with the public; communicate effectively. *Analyze situations; read maps; read and interpret construction plans; oversee and participate in inspections. *Make formal and informal presentations; oversee the work of others; perform basic first aid. *Coordinate volunteer program activities; recruit volunteers for the VIP program; design and construct visual displays; and identify and implement volunteer recruitment goals <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: Overnight travel throughout the State may be required and could be up to 25% of the time. When approved, occasional overtime may be required and may include working at times determined by emergency incidents. Possession of a valid driver license issued by the Department of Motor Vehicles.			
"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	

