

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <u>Relief Battalion Chief – Pre-Fire Engineering</u>	
		Division and/or Subdivision <u>Santa Clara Unit</u>	
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 <u>Morgan Hill Headquarters</u>	
		Class Title of Position <u>Battalion Chief</u>	
		Position Number <u>542-116-9723-007</u>	
		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%	<p>Under the general direction of an Assistant Chief, the Relief Battalion Chief – Pre-Fire Engineering is responsible for overseeing the Unit Pre-Fire Engineering and Public Information programs, battalion coverage, and will perform the following duties and responsibilities:</p> <p><b>PRE-FIRE ENGINEERING:</b>          *Provide oversight of the Unit Pre-Fire Engineering Program as well as direct supervision of the Fire Captain assigned as the Unit Pre-Fire Engineer. Utilize Geographic Information System (GIS) tools such as ArcGIS and the CAL FIRE Management Activity Project Planning and Event Reporter (CalMAPPER) to map hazards, model fire behavior, and track mitigation work. Support the development of Community Wildfire Prevention Plans (CWPPs), working with Fire Safe Councils, and representing CAL FIRE in community wildfire preparedness efforts. Coordinate the creation of the Unit Fire Plan and assist with its implementation. Plan and manage hazardous-fuel reduction projects, oversee vegetation-management programs, and support community wildfire-preparedness efforts.</p>		
35%	<p><b>BATTALION COVERAGE:</b>          *Assumes field coverage within the CAL FIRE Santa Clara Unit. Overseeing Firefighters, Fire Apparatus Engineers, and Fire Captains with respect to both administrative and operational needs.          *Responds to and, if appropriate, assumes command of incidents or assists the Incident Commander as appropriate. Responsible for maintaining an effective working relationship with other fire, law enforcement, and other agencies within the Unit.</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.		
<b>Equal Employment Opportunity (EEO) Statement:</b> 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 _____ <div style="text-align: center;">Initials and date</div>			

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

20%

**PUBLIC INFORMATION OFFICER (PIO):**  
 \*Carry out an integrated strategic communications plan to advance the Department's mission, broaden public awareness of vital programs, and maximize visibility among key stakeholders. \*When on duty, monitor the PIO Duty line. \*Manage all Unit social media accounts on various platforms and author critical public advisories, including Fire Season Declarations, Burn Permit Requirements, and the comprehensive Unit Burn Permit Plan. During extended or major incidents, collaborate with cross-agency Public Information Officers to verify intelligence and coordinate the accurate release of emergency information. Cultivate strong relationships with the media to serve as a spokesperson for fire safety and conservation, seamlessly handling daily press inquiries and resource requests.

5%

**OTHER:**  
 Other duties as assigned by Assistant Chiefs.

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.

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Job qualifications and/or conditions of employment: **Maintains the Arduous Fitness Standard in accordance with Department Policy. Will be subject to working nights, weekends, or holidays. Position requires a two (2) year commitment.**

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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 Initials and Date