

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>Battalion Chief - Suppression</u>	
		Division and/or Subdivision <u>Shasta-Trinity 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>Redding</u>	
		Class Title of Position <u>Battalion Chief</u>	
		Position Number <u>542-213-9723-003</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.		
25%	<p><u>Under the direction of the Central Operations Division Chief, the Battalion Chief – Suppression will provide a professional level of service to the public in both emergency and non-emergency situations, acting in accordance with department policy and reflective of primary responsibilities. Duties include, but are not limited to, the following:</u></p> <p><u>*Responsible for the oversight of the Battalion, including the supervision of Fire Captains, Fire Apparatus Engineers, Heavy Fire Equipment Operators, and Volunteer program(s) assigned within the Battalion. *Holds all personnel accountable for their actions using progressive discipline and completes yearly employee performance evaluations. *Ensures the completion of all required paperwork with accuracy and in a timely manner, adhering to unit, department, and state time frames. *Reviews policy and maintains compliance, ensuring all staff remain informed, updated, and compliant as well. *Maintains relationships with cooperating agencies and stakeholders within the Battalion. *Acts as a subject matter expert for the Battalion. *Provides insight and guidance to the Shasta County Fire Department volunteer companies. Attends company and monthly chiefs' meetings. *Completes updates to yearly use agreements, operating plans, mutual aid/automatic aid agreements, and contracts within the Battalion.</u></p>		
20%	<p><u>*Responds to and directs activities on all emergency incidents. Maintains working relationships with cooperating agencies involved in emergency incidents including, but not limited to, Shasta County Sheriff's Office (S.O.), California Highway Patrol (CHP), United States Forest Service (USFS), National Park Service (NPS), Bureau of Land Management (BLM), City and District Fire Departments, County Departments, roads and highway departments, Office of Emergency Services (OES), etc. Responds to emergency incidents throughout the state in positions as listed in the Unit Emergency Response Directory. *Responsible for fire control for the State/County in the area of responsibility. Attends necessary fires and responds to fires outside the Battalion as required under battalion coverage, as well as fires throughout the County and the State of California.</u></p> <p><u>*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.</u></p>		
<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: <u>See Page 3.</u>			
"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.

(continued)	<p>*Attends and participates in various Fire Committees, Fire Safe Councils, and other local government meetings to maintain knowledge of current fire protection issues. Work with Unit Fire Prevention Specialist for community programs and events. Provides support for education events by providing personnel and equipment. *Plan, organize and evaluate fire defense improvements within the battalion. Maintains fire gate and trail access, water systems, helispots, etc. *Identify yearly fuels reduction projects in conjunction with the Unit VMP coordinator. Perform fire-cause inspections, prepare reports and evidence, take photographs, conduct interviews, and testify in court as required.</p>
5%	<p>*Maintains familiarity and stays up to date on changes in management procedures, laws, and rules affecting timber harvest operations. *Reviews timber harvest plans within the battalion. *Conducts forest practice inspections on active logging operations in the battalion. Studies forest insects, diseases, and methods, which can be directly applied towards prevention. Works directly with the Unit Area Foresters on pre and post inspections.</p>
5%	<p>Completes other duties as required.</p> <p>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, the California Occupational Safety and Health Administration (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.</p> <p>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.</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>

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Job qualifications and/or conditions of employment: A 2-year commitment is required before becoming eligible to transfer. May be subject to working nights, weekends or holidays to complete duties. Successfully completes required training. Maintains the Arduous Fitness Standard in accordance with department policy.

"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 _____	