

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Field Battalion Chief (B3413)	
		Division and/or Subdivision Southern Region - SLU	
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 San Luis Obispo	
		Class Title of Position Battalion Chief	
		Position Number 542-316-9723-083	
		Effective Date 4/1/2026	
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 general direction and supervision of the Assistant Chief (Division Chief, North Division), the Field Battalion Chief is responsible for the coordination and management of all activities within their battalion. This individual is expected to implement, adhere to, and enforce all CAL FIRE policies and procedures. Duties include but are not limited to the following:</p> <p>*Responds and directs activities on all wildland and structural fires and other emergency operations where Chief Officer coverage is required. *When assigned, provide field coverage to San Luis Obispo Unit Battalions in partnership with all Battalion Chiefs (Schedule "A" and "B") that includes the oversight of all CAL FIRE stations as well as any local government fire stations through cooperative agreement(s) within the Battalion. *Responsible to work closely with all agencies and with adjoining Battalions to provide a quality and consistent fire protection and emergency services program. *Provide both quality wildland and municipal fire protection services within the Division. *Responds to emergencies throughout the state in positions as listed in the Unit Emergency Response Directory and FIRESCOPE Plan. *Directing the administration of the Battalion being covered and keeping aware of fire control problems in the rural and urban areas of those battalions. *Implements, evaluates, and maintains effective training and operational readiness procedures within the battalion by ensuring all equipment and personnel are available for response by addressing the needs in fleet and facility maintenance, personal protective equipment, and personnel issues. *Maintain cooperative relationships with other members of the staff, and work as a team player. *These communications will ensure a seamless operation with a high degree of situational awareness by all. *Budget management for State and County for Battalion.</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: <u>May be required to work nights, weekends or holidays in support of emergency incidents. May require driving department vehicle to remote locations. 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 the incumbent to be annually medically cleared to be fit-tested for respiratory protection equipment. Transfers will require a two-year commitment.</u>			
"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.

25% *Organizes, plans, directs, controls, and evaluates the work of assigned subordinate personnel to meet Battalion, Unit, and Departmental goals and objectives. *Provides leadership and motivation to employees by example and mentoring. *Ensures compliance with department and unit rules, policies, and procedures. *Initiates appropriate disciplinary action as necessary. *Audits employee attendance reports and completes other personnel reports as required. *Oversee battalion scheduling and coordinate vacation process. *Incumbent in this position has primary responsibility for supervision and management of Battalion level programs and personnel, including personnel management, training and safety, facility management, mobile equipment management, Financial Information System for California (FI\$CAL) management, fire prevention and law enforcement, resource management, accident reporting, and emergency incident management. *Counsels employees and makes referrals to the Employee Assistance Program (EAP), as necessary. *Approves merit salary adjustments. *Completes reports of reviews and signs reports for other classes. *Reviews attendance reports (EPAY), absence requests and travel expense claims (CALATERS) for accuracy. *Overall supervision of a Battalion Wide Assessment Program.

20% *Responds to emergency incidents as a Chief Officer and may take command of incidents when so justified or requested. *At emergency incidents, guides all decisions and activities by governing department policies and procedures including, but not limited to, the ICS and applicable training standards. *Pro-active communications with other fire agencies in the division; including federal, tribal, city, and FPD departments. *Ensures logistical support through appropriate means for incident personnel. *Always consider safety as the priority in any emergency activity and ensure that others do the same. *Performs as a qualified Division/Group Supervisor (DIVS) and Strike Team Leader – Engine (STEN) as required.

10% *Assist the Unit with Vegetation Management, Training, Fire Safe programs, and other specialty projects as necessary.

5% Other duties as assigned.

*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: May be required to work nights, weekends, or holidays in support of emergency incidents. May require driving department vehicle to remote locations. 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 the incumbent to be annually medically cleared to be fit-tested for respiratory protection equipment. Transfers will require a two-year commitment.

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

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____
 Personnel use only Posted to Directory Initials and Date