

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position West Operations Relief Battalion Chief	
		Division and/or Subdivision Shasta-Trinity Unit	
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 Redding	
		Class Title of Position Battalion Chief	
		Position Number 542-213-9723-007	
		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 direction of the West Operations Division Chief, the West Operations Relief Battalion Chief is responsible for coordination and management of all activities within Battalion 6. The West Operations Relief Battalion Chief provides relief battalion coverage and oversight of the Fire Prevention Program in Trinity County. Duties include but are not limited to the following:</p> <ul style="list-style-type: none"> *Reviews land development projects, commercial, and residential building plans for compliance with all applicable codes. *Provides written and verbal communication and recommendations concerning land development projects to the Trinity County Building Department, developers, contractors, property owners, and homeowners. *Reviews the Unit's Fire Plan and attends Fire Safe Council Meetings in the absence of the Battalion 6 Battalion Chief. *Establishes and maintains an effective inspection and enforcement program through performance of fire safety inspections and follows through with compliance by obtaining a criminal complaint if necessary. *Conducts inspections on land use projects as required to ensure compliance with fire safety regulations. Maintains a working knowledge of California Fire, Building, and Mechanical Codes, Trinity County Fire Safe Standards, Trinity County Ordinances, Title 19 Public Safety, and Title 24 California Administrative Codes. When fire investigation reveals law enforcement action is necessary, initiates action, keeping the appropriate Division Chief and law enforcement section updated on current progress. 		
25%	<ul style="list-style-type: none"> *In the absence of the West Division Chief, provides administrative support to Trinity River Camp operations. *Assists with the administrative functions of the West Division. *Reviews purchase documents and monitors condition and maintenance of all State Property. *Provides input and assists with the completion of reports on performance for all fire control personnel and support staff. *Reviews attendance reports, absence requests, and travel expense claims for accuracy. Interacts with all Trinity County Fire Districts. <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: See page 2.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature	_____	Supervisor Signature	_____
	Date		Date
Personnel use only		Posted to Directory	
		<input type="text"/>	
Initials and date			

Working Title of Position
 West Operations Relief Battalion Chief

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

20%	<p>*Responds to and directs activities on all emergency incidents where chief officer coverage is required for CAL FIRE and Shasta County Fire Department. *Maintains working relationships with other agencies involved in emergency work, including but not limited to California Highway Patrol (CHP), United States Forest Service (USFS), County and State roads and highway departments, Office of Emergency Services (OES), and more. *Responds to wildland fires throughout the state in positions as listed in the Unit Emergency Response Directory.</p>
5%	<p>*Arranges and participates in joint training exercises with other agencies. During battalion relief coverage, reviews all injury and accident reports and recommends appropriate action. Provides and encourages active support of the Unit Safety program.</p>
5%	<p>*Maintains familiarity and keeps updated on changes in management procedures, laws, and rules affecting timber harvest operations. Reviews timber harvest plans in the battalion. Conducts forest practice inspections on active logging operations. 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			