

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Air Attack Officer	
		Division and/or Subdivision Southern Region-Riverside 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 Perris, CA	
		Class Title of Position Battalion Chief	
		Position Number 542-312-9723-095	
		Effective Date April 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 direction of the Bautista Assistant Chief, the Battalion Chief (Air Attack Officer) is responsible for emergency and routine management and supervision of all air operations at Ryan Air Attack Base and for air tactical operations while flying on incidents, including air tanker and helicopter operations. This individual is expected to implement, adhere to and enforce all CAL FIRE and Riverside County Fire policies and procedures. Good working relationships must be established with vendors, contract counties, and cooperating fire agencies in order to achieve maximum efficiency. Additionally, the Air Attack Officer will be responsible for the supervision and management of State and County Schedule A, B, and C programs as assigned by the Bautista Division Chief.</p> <p>Duties *Serves as the Air Tactical Group Supervisor on incidents (generally during fire season). *Supervises all aspects of the air base operations including inspections. *Inspection, care and maintenance of retardant, pumps, tanks and delivery lines. *Care and maintenance of base structures and mobile equipment* Administers the contract for all aircraft and contract pilots assigned to the base. *Supervises personnel assigned to the air base. *Provides reconnaissance and mapping services as requested for supplemental detection. *Maintains a working knowledge of helicopter operations.</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: 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 be annually medically cleared to be fit tested for respiratory protection equipment. May be subject to working nights, weekends or holidays. Transfer candidates may require a two-year commitment.			
"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 _____	

Working Title of Position

Air Attack Officer

Percentage of Time Required

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

35%

*May serve as Air Operations Branch Director on incidents when requested; Supervises preparation and submission of necessary records, reports and financial documents and checks them for accuracy.
 *Coordinates with local airport management, FAA officials, fixed base operators, contractors and cooperators to ensure efficiency and safety. *Participate in pre-season training sessions with CAL FIRE personnel, contractors, air tanker pilots and helicopter pilots.
 *Manages air base budget. *Provides air program presentations and other duties to groups both at the base and in the local community.

20%

*Responsible for state, county, and city operations related to Battalion Chief Coverage; Responds to incidents as a chief officer during the period when not assigned to the air attack program, generally, non-fire season. *Manages and supervises operations at paid and volunteer stations as assigned by the Bautista Division Chief.
 *Works closely and cooperatively with other Battalion Chief's within the Bautista Division to provide a teamwork system.

5%

Perform other duties as required.

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Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Personnel use only

Posted to Directory

 Initials and Date