

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief	
		Division and/or Subdivision West Valley Battalion (Battalion 5)	
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 Bernardino Unit (BDU)	
		Class Title of Position Battalion Chief	
		Position Number 542-303-9723-001	
		Effective Date 4/15/26	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	<p>Under the direction of the Assistant Chief in charge of the West Valley Division, the Battalion Chief is responsible for the administration and operation of the West Valley Battalion. This includes fire suppression, hazard reduction, pre-fire suppression, forest improvement, and contracted work projects.</p> <p>As the Battalion Chief of the West Valley Battalion, the duties and responsibilities include but may not be limited to:</p> <p>A- Administration</p> <p>*Administers four State fire stations by interpreting and applying CAL FIRE policies, directives, and guidelines, managing fiscal and personnel matters and generally managing CAL FIRE program requirements. *Provides and encourages active support of the Unit Safety program. *Implements the Department's Injury and Illness Prevention (I.I.P.P) program.</p>		
35%	<p>B- Personnel</p> <p>*Provides supervision for Fire Captains and Firefighters. *Sets goals and objectives for employee's annual performance evaluation. *Be familiar with employee Memorandum of Understanding (MOU) of assigned personnel.</p> <ol style="list-style-type: none"> 1. *Maintains duty schedules and applicable overtime rotation list for all permanent employees keeping vacation and holiday balances to acceptable standards. 2. *Counsels and help solve employee problems. 3. *Works with representatives of employee groups in problem solving. 4. *Approves Merit Salary adjustments. 5. *Completes performance evaluation reports for all employees. <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 that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. May be subject to working nights, weekends or holidays. The unit expects a 2-year commitment prior to transfer.			
"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.

20%

- 6. *Reviews attendance reports, absence requests, and expense claims.
- 7. *Maintains accurate records to indicate qualifications, training, licenses required and performance levels.

C- Emergency Response

- 1. *Responds to and directs activities on all wildland and structural fires and other emergency operations where Chief Officer coverage is required.
- 2. *Maintains working relationships with other agencies involved in emergency work.
- 3. *Responds to wildland fires throughout the State in positions as listed in the Unit Fire Plan and FIREScope plan.
- 4. *Keeps aware of fire control problems present in the rural as well as urban areas.
- 5. *Ensures that preventative maintenance is performed on all Battalion automotive equipment.
- 6. *Conducts administrative inspections on all Battalion automotive equipment.
- 7. *Administers maintenance and equipment budgets.

10%

D- Facilities Maintenance

- 1. *Ensures that fire stations are maintained to Department standards within budgeted guidelines.
- 2. *Material management.
- 3. *Coordinates and approves all Battalion purchases to comply with Departmental policies and budgetary constraints.
- 4. *Ensures that Battalion inspections are conducted in compliance with the Department's LE – 100 Program.

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Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Personnel use only

Posted to Directory

 Initials and Date