

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Training Battalion Chief</u>	
		Division and/or Subdivision <u>Southern Region / Madera-Mariposa-Merced 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>Atwater, CA</u>	
		Class Title of Position <u>Battalion Chief</u>	
		Position Number <u>542-414-9723-070</u>	
		Effective Date <u>05/15/2026</u>	
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 of the Assistant Chief Central Division, the Training Battalion Chief is responsible for all aspects of the Training Bureau including Schedule A cooperators & State Schedule B programs. The Battalion Chief in Training is expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible to fulfill its mission.</p> <p>*Develops, coordinates, and administers the management of the Training Bureau including all training programs facilitated in the Unit and those coordinated through the State training program. *Develops and maintains the Unit Training Manual through the establishment of training goals and objectives based on priorities provided by the Unit Executive Management and Training Advisory Committee(s). *Reviews and updates training policies and procedures as necessary, while coordinating them with related MMU policy. *Evaluates and establishes basis fire protection classification training needs for all unit personnel based on Emergency Resource Directory (ERD) needs, Joint Apprenticeship Committee (JAC) mandates and contracts, OSHTAC recommendations and the CAL FIRE Academy policies and training programs including local academies and continued professional training. *Ensures all State mandated training is provided, documented, tracked and maintained in the department record management system. *Facilitates the opening or transfer of training files between Units when personnel are hired or transferred. *Notifies Unit personnel of available and mandated training; coordinates and schedules trainings with the unit, region, and State training coordinators. *Maintains all Unit training resources, curriculum, and libraries. *Ensures compliance with pertinent safety regulations. *Deciphers information, makes sound decisions, and communicates training information and needs of the Unit effectively. *Coordinates training with other Cooperating and/or assisting agencies as needed or requested. *Functions as Unit ICS Qualification Manager ensuring department ICS qualification training and experience standards are strictly adhered to and properly administered in the department's Qualification Management System. *Represents Training during meetings and fosters open communications with supervisors, peers and cooperators in other programs related to training, and brings updates or concerns to the Unit Executive Management as necessary. *Responsible to complete requested reports timely and accurately. *Develops, mentors and maintains a staff of qualified instructors to ensure State and Unit training requirements are met. *Participates on various working groups to develop and/or review programs, practices, procedures and/or policies. *Represents the Unit at Training Officer Association(s) within the unit, paid call firefighter meetings and other relevant training groups.</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: The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSH 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 in support of emergency incidents. Transfers may 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			
<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.

35%

*Supervises Fire Captains and administrative staff assigned to the Training Bureau in all three counties and coordinates with other Battalion Chiefs assigned to training. *Supervises and directs assigned personnel, including volunteers, during the attendance, instruction, and facilitation of training courses. *Ensures a safe work environment that is free of harassment and discrimination, subordinate personnel understand and comply with safe practices. *Assumes a command role as necessary, in both emergency and non-emergency situations. *Presents and maintains a professional appearance and demeanor and ensure the personnel supervised do so as well. *Maintains several Unit training facilities by providing all logistical support during the operation of the training facilities. *Use and enforce progressive discipline as needed to ensure compliance with policy and expectations, and works with all Battalion Chiefs to advise on any potential corrective actions needed in the field. *Counsels employees and/or refers them to the Employee Assistance Program as needed. *Attends training in the areas necessary to meet employee needs. *Maintains certifications and qualifications to respond to emergencies and remain active and current in the Unit's ERD. *Coordinates training aspects with the Safety Battalion Chief.

20%

*Responds to and direct activities on all wildland, structural fires, and other emergency operations where Battalion Chief coverage is required. *Assume a command role as necessary in both emergency and non-emergency situations and be able to respond as needed throughout the state to various types of incidents as needed. *Communicate and provide situational updates to the Unit Duty Chief, and or your supervisor as needed to meet policy and expectations. *Responsible for maintaining effective working relationships with other agencies involved in emergency response and public safety. *Maintain awareness of the fire control problems throughout the Unit. *Make reasoned decisions that include actions necessary to mitigate quickly changing emergencies, care, and treatment of ill or injured individuals and ensure the safety of emergency workers and civilians as well as the protection of property and the environment. *Safely operate equipment every day in both normal conditions and in hazardous environments and situations. *Participate in the Department's physical fitness programs to maintain physical readiness to respond to emergencies and perform the duties required in any emergency response.

5%

Other duties as required.

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Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

Personnel use only Posted to Directory _____
 Initials and Date _____