

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Safety Battalion Chief</b>	
		Division and/or Subdivision <b>Southern Region/Madera-Mariposa-Merced Unit</b>	
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 <b>5366 Hwy 49N, Mariposa, CA 95338</b>	
		Class Title of Position <b>Battalion Chief</b>	
		Position Number <b>542-414-9723-004</b>	
		Effective Date <b>05/15/2026</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	<p>Under the general direction of the Assistant Chief Central Division, the Safety Battalion Chief is responsible for overseeing the management and implementation of the Unit's Safety program. The Battalion Chief in Safety 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>*Responsible for the overall management of the Unit Safety Program including chairing the Unit Safety Committee, coordinating and monitoring the Unit's Injury and Illness Prevention Program (IIPP) for compliance, accuracy and effectiveness. *Monitors, coordinates and facilitates the semiannual facility inspection process for the Unit to assure compliance with CAL FIRE Policy 1762; compiles and summarizes the CAL FIRE 66 for management review. *Works closely with the Unit Training Battalion Chief to coordinate training and safety responsibilities. *Communicates with the Department Safety Officer in Sacramento to ensure compliance with all safety regulations and policies and ensures personnel are familiar and adhere to those department policies and procedures. *Works with all Battalion Chiefs to document any necessary corrective actions required of employees with regards to safety violations and potential safety concerns either on an incident or within the workplace as needed. *Develops and disseminates safety messages relative to current Unit operations and Safety Program trends.</p>		
30%	<p>*The Safety Battalion Chief is primarily an administrative position as noted in Unit Safety Officer responsibilities but will be used, when necessary, to assist in the direction, administration, and supervision of personnel assigned to various battalions and administrative staff. *Counsels employees and/or refers them to the Employee Assistance Program (EAP), as necessary and makes sure the personnel issues are handled in a timely and professional manner. *Attends job-required and job-related training in the areas necessary to meet the needs for fire control and suppression, supervision and any topics necessary to maintain readiness and qualifications to respond to emergency incidents. *Responsible for attending meetings necessary for the management of the Safety program, field battalions, and Firefighter I Handcrew Program; as well as, Division and Unit meetings to foster open communications with other unit wide managers.</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>		
<b>Equal Employment Opportunity (EEO) Statement:</b> 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 _____		Supervisor Signature _____	
Date _____		Date _____	
<b>Personnel use only</b> <input type="checkbox"/> Posted to Directory _____			
Initials and date			

