

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Field Battalion Chief – Sutter Hill Battalion 4	
		Division and/or Subdivision Amador El Dorado 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 Camino	
		Class Title of Position Battalion Chief	
		Position Number 542-417-9723-080	
		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.		
30%	<p>Under the direction of the Assistant Chief, South Division Operations, the Sutter Hill Battalion Chief will perform the following tasks in support of the Unit:</p> <p>*Establish and prioritize, in cooperation with subordinate personnel, the operational goals and objectives of the two fire stations and assigned programs within the Sutter Hill Battalion. Evaluate Battalion operations to assure compliance with established policy, guidelines and agreements. *Review the operation and maintenance of all California Department of Forestry and Fire Protection (CAL FIRE) facilities and equipment within the Battalion consistent with Department policies and Unit guidelines. This includes, but is not limited to, managing the Battalion budget, establishing and overseeing the Battalion work plan and participating in Battalion administrative inspections and preparedness exercises as required. *Assume Unit field battalion coverage as needed. Assume battalion administrative and personnel responsibilities when covering behind another Battalion Chief during emergency and/or scheduled coverage needs. Effectively utilize various two-way radios, computer devices and software etc.</p> <p>*Directly supervise five (5) Fire Captains, two (2) Heavy Fire Equipment Operators and three (3) Fire Apparatus Engineers assigned to the Sutter Hill Battalion as a regular assignment. Supervise additional fire protection personnel as needed. Ensure compliance applicable with Memorandum of Understanding (MOU) agreements. *Organize, direct, control and evaluate the performance of assigned subordinate personnel. Set examples of proper conduct and motivate subordinate employees to improve performance. Maintain discipline, enforce policy and procedure and initiate disciplinary action as appropriate. Regularly complete Annual Performance Appraisals and Individual Development Plans for all subordinate personnel. Analyze directives and disseminate information to subordinate personnel. Oversee the InTime duty schedule for all permanent employees in the Battalion. Review attendance reports, absence requests and travel expense claims etc. for accuracy. Provide referrals to the Employee Assistance Program as necessary.</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: See page 3			
"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.

20%	<p>*Promote employee safety. Ensure compliance with regulations pertaining to employee safety in the workplace. Ensure the administration of the Unit Safety and Injury and Illness Prevention Programs within the Battalion. Complete and/or review injury and accident reports and recommend appropriate action as needed. Ensure the timely submission of injury and accident reports as required. *Coordinate with Unit training staff to ensure appropriate on-going training of all subordinate personnel. Attend training as required. Arrange for and participate in regular joint training exercises with cooperating agencies. Directly deliver classroom and/or field instructional programs as required. * Assume a direct lead role in the training of Unit personnel, deployment and on-going administration of the Unit's Firing Device Policy.</p>
20%	<p>*Establish and maintain effective, professional relationships with local, state and federal cooperating agencies, timber operators, large landowners and the local community. Represent CAL FIRE at meetings and serve on committees or work groups as required. Make public contact and formal presentations on behalf of CAL FIRE.</p>
20%	<p>*Respond to local and/or statewide "all-risk" emergency assignments as required. Assume incident Command and provide for effective incident management and/or assume incident overhead positions where needed and qualified as appropriate. Safely and effectively operate vehicles with emergency lights and siren as needed.</p>
15%	<p>*Administer fuels reduction projects and various related fire prevention activities within the Battalion in accordance with the Unit Fire Plan. Develop and implement Vegetation Management Plan projects within the Battalion. Perform related fire prevention duties, including but not limited to, code enforcement, issuing permits, pre-plan inspections and hazard abatement inspections. Oversee the prevention activities of subordinate personnel. Ensure the performance of regular defensible space inspections within the Battalion. Ensure appropriate fire cause and origin determination and documentation occurs within the Battalion. Ensure submission of Battalion fire prevention reports.</p>
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Job qualifications and/or conditions of employment: [See page 3](#)

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

10% *Perform purchasing and utilize a Procurement Card (P-CARD) as an identified Certified Purchaser. Attend mandatory training and maintain certification to purchase and utilize a P-CARD. Know the authorized levels of purchasing and spending authority and perform day-to-day P-CARD use, purchasing and contracting activities. Communicate with the Unit Purchasing Coordinator. Receive authorization for purchases from an Approving Official. Be knowledgeable of procurement laws, regulations, executive orders, policies, procedures, fiscal approvals and best practices. Use appropriate purchasing and payment tools, including but not limited to, P-CARD, CAL FIRE-93, etc. Know the various document timelines and submit all required purchasing paperwork in an accurate and timely manner. Review and approve subordinate personnel P-CARD packages as an Approving Official. Maintain a procurement file and related documentation.

5% Participate in additional committees, working groups, cadres, Incident Management Teams etc. and attend various additional training, meetings and conferences as needed. Other duties as required.

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, 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.

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.

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Job qualifications and/or conditions of employment: **Position may require a two (2) year commitment. May be subject to working nights, weekends, and holidays.**

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Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only <input type="checkbox"/> Posted to Directory		_____ Initials and Date	