

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief – McClellan Air Tanker Base (MATB)	
		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 542-417-9723-501	
		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.		
35%	<p>Under the direction of the Assistant Chief, West Division Operations, the McClellan Air Tanker Base (MATB) Battalion Chief will perform the following tasks in support of the Unit:</p> <p>*The MATB Battalion Chief is responsible for the safe and efficient coordination and management of all activities at the McClellan Air Tanker Base including supervising assigned personnel, overseeing base facilities and operational systems, and ensuring all operations comply with the Interagency Aviation Operating Guidelines and the 8300 Handbook. The position works collaboratively with allied and contracting agencies such as the U.S. Forest Service, Perimeter Solutions, Jet Services, McClellan Air Park, and the Sacramento Metropolitan Fire District, and represents California Department of Forestry and Fire Protection (CAL FIRE) and the Amador–El Dorado Unit in all aviation related functions, including operational coordination with California Northern Region (CNR), California Southern Region (CSR), Sacramento, Aviation Management (AMU), and local fire agencies.</p> <p>*Strategically plans and implements goals related to facility expansion and continued program development. Maintains safe and efficient base operations and manages retardant delivery systems, ramp functions, loading pits, communication systems, and collision avoidance procedures. *Responds to emergencies, maintains required fire qualifications, and provides relief battalion coverage.</p> <p><small>*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.</small></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.

30% *Maintains administration of all program expenditures and ensures effective and efficient operation within established budget allotments, applying all required budget controls and procedures. *Maintains accurate inventory and accountability for equipment, supplies, personal protective equipment, aviation program materials, vehicles, and facility accommodations. *Responsibilities include maintaining all required financial documents, such as Procurement Card (P-Card), CAL FIRE 93, and Tanker Base contractual agreements. *The Battalion Chief also maintains CAL FIRE's aviation program fiscal parameters, including oversight of the full-service retardant contract, ensuring vendor compliance with contract terms, updating annual provisions, participating in pre-season contractor meetings, and supporting fiscal considerations related to Fixed Base Operator (FBO) fueling contracts and delivery.

20% *Prepares and maintains an active safety program for MATB encompassing facilities and equipment, airbase operations and guidelines, and automotive equipment. *Identifies and communicates safety hazards to employees and the public during emergency operations and contributes to the overall Unit Safety Program. *Develops and maintains ongoing training programs to ensure personnel proficiency and required qualifications for all base positions, as well as developing and delivering safety and operational training to other Air Attack Bases on the operation of Large Air Tankers (LATs) and Very Large Air Tankers (VLATs).

10% *Conducts periodic inspections of mechanical and safety features for all vehicles and equipment assigned to the Air Tanker Base. *Coordinates repairs through base personnel or Fleet Management personnel as appropriate, and refers repair needs that exceed established monetary limits to the North Division Chief for further direction.

5% Other duties as required.

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Job qualifications and/or conditions of employment: [See page 3](#)

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

Working Title of Position
**Battalion Chief – McClellan Air Tanker Base
 (MATB)**

Percentage of Time
 Required

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

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.**

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Personnel use only

Posted to Directory

 Initials and Date