

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief – Field Operations (B3315)	
		Division and/or Subdivision San Diego 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 San Diego Unit / Julian Station 50	
		Class Title of Position Battalion Chief	
		Position Number 542-314-9723-001	
		Effective Date 12/21/2025	
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>The BATTALION CHIEF (B3315), under the general direction of the Assistant Chief – Northeast Division (D3305), is responsible for:</p> <p>BATTALION COVERAGE, EMERGENCY ACTIVITIES, and PUBLIC MEETINGS:</p> <p>*Supervision and management of the San Diego Unit Battalion 5 in a partnership with Battalion Chief B5 (Schedule "A" & "B"); this includes direct supervision for Fire Captains and Fire Apparatus Engineers assigned to CAL FIRE and San Diego County Fire (SDCF) facilities.</p> <p>*Responsible for directing both CAL FIRE and local government operations (including CAL FIRE stations and local government stations under cooperative agreement within the Battalion).</p> <p>*Responsible for maintaining a cohesive team of career and reserve firefighters. *Responsible for maintaining positive relations between CAL FIRE and local government districts.</p> <p>*Responsible for providing both quality wildland and municipal fire protection and training services within the battalion. *Remains proactive with frequent communications with other fire agencies in the Northeast Division (including but not limited to federal, tribal, and other fire agencies). *Maintains cooperative relationships with other members of the staff, and works as a team player.</p> <p>*Responds to emergency incidents as a Chief Officer and may take command of incidents when so justified or requested. *May also function in subordinate Incident Command System (ICS) positions or other assignments. *At emergency incidents, guides all decisions and activities by governing department policies and procedures including, but not limited to, the ICS and applicable training standards. *Always consider safety as the first priority in any emergency activity and ensures that others do the same. *Required to have department vehicle available for immediate response when on duty. *This is a Shift Pattern 1 position and responsible to be available in assigned "Zone" [Assigned Battalions] when on call, unless on department business outside the "Zone". *Attend community meetings on behalf of the Department throughout the Northeast Division as needed, including at night and occasionally on scheduled days off.</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: 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. The Unit expects a two-year commitment for all permanent assignments before granting transfer eligibility. May be required to work nights, weekends or holidays in support of emergency incident.			
"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 _____	

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25% **PERSONNEL:**
 *Directly supervising Fire Captains and in some cases Fire Apparatus Engineers, in accomplishing CAL FIRE objectives; oversee the training in Battalion 5, maintaining current CAL FIRE personnel records; being responsible for the safety programs and the purchase and maintenance of safety equipment; and maintaining the Physical Conditioning Programs, related records and reports. *Coordinate the Recruitment and Retention Program for Battalion 5 working closely with D3305, B5, SDCF Volunteer Coordinator, Public Information Bureau, Training Bureau and community leaders and organizations. *Directly supervise Battalion 5 personnel scheduling.

10% **FACILITY MAINTENANCE:**
 *Coordinating a maintenance program that assures the Division of Occupational Safety and Health (Cal/OSHA) compliance and continued trouble-free operation of all facilities systems such as: electrical, natural gas, water, heating, air conditioning, sewer, and planning and supervision necessary for minor construction projects. *Coordinate local government facility repairs with respective agency.

10% **AUTOMOTIVE EQUIPMENT:**
 *Determining that all assigned automotive equipment is properly maintained within CAL FIRE policy and fiscal constraints, that appropriate reports, records and financial data are maintained in a state of readiness to meet the CAL FIRE fire control and work responsibility.

10% **MATERIAL MANAGEMENT / FINANCE:**
 *Responsible for the overall material management program including; acquisition, storage, use control, replacement, establishing and maintaining complement, and enforcing purchasing policies, procedures, and limits. *Responsible for the overall management of the Battalion 5 budget. *Responsible for tracking expenditures, including all FI\$CAL approvals and reconciliations.

5% Other duties as required.

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