

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>Battalion Chief – Cameron Park Schedule A</b>	
		Division and/or Subdivision <b>Amador El Dorado 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>Camino</b>	
		Class Title of Position <b>Battalion Chief</b>	
		Position Number <b>542-417-9723-602</b>	
		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.		
40%	<p><b>Under the direction of the Assistant Chief, West Division Operations, the Cameron Park Battalion Chief will perform the following tasks in support of the Unit:</b></p> <ul style="list-style-type: none"> <li>*Establish and prioritize, in cooperation with subordinate personnel, the operational goals and objectives of the two fire stations and assigned programs within the Cameron Park Battalion.</li> <li>*Evaluate Battalion operations to ensure compliance with established policies, guidelines, and agreements. *Oversee daily battalion operations and provide relief coverage to adjoining battalions as needed. *Respond to all-risk emergencies, assume Incident Command, and perform overhead functions as qualified. *Ensure proper operation, maintenance, and inspection of battalion facilities, equipment, and apparatus. *Supervise Fire Captains, Fire Apparatus Engineers, and other assigned personnel. *Conduct performance evaluations, Individual Development Plans, corrective action, scheduling, and work assignments. *Oversee timekeeping, leave requests, travel claims, and InTime scheduling. *Implement the Unit Safety Program and the Injury and Illness Prevention Program. *Complete and review injury and accident reports; ensure timely submission and follow-up corrective actions. *Maintain cooperative relationships with local, state, and federal agencies, utilities, landowners, and community partners.</li> </ul>		
30%	<ul style="list-style-type: none"> <li>*Lead fire prevention, life-safety code enforcement, and development review for the Battalion.</li> <li>*Conduct plan reviews for alarms, sprinklers, construction, subdivisions, tenant improvements, and related development. *Partner with El Dorado County Planning and Building department, and allied agencies on project review. *Perform inspections of commercial, residential, institutional, and special-use occupancies. *Oversee Company Inspections and fire-flow/water-system surveys. *Ensure completion of state-mandated inspections and support prevention program delivery across California Department of Forestry and Fire Protection (CAL FIRE) and Community Service District (CSD) responsibilities. *Recommend updates to codes, ordinances, and fire-safety policy. *Administer fuel-reduction projects.</li> </ul> <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: <a href="#">See page 2</a>			
"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.

15%      \*Prepare operational reports, correspondence, and documentation. \*Represent CAL FIRE and the CSD Board at meetings, committees, and interagency functions. \*Participate in local boards, committees, Emergency Medical Services (EMS), El Dorado County Emergency Services Joint Power Authority (JPA), Fire Safe Councils, and Fire Chiefs Association meetings.

10%      \*Participate in the development of Local Government budgets (LG1), Fire Service Nexus Plans, and the Community Service District Master/Strategic Plans. \*Conduct continual Local Government Contract (LG1) analysis. \*Be knowledgeable of procurement laws, regulations, executive orders, policies, procedures, and best practices. \*Review local government contract billing (AO-17) quarterly.

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