

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 – Madera</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.		Division and/or Subdivision <b>Southern Region / Madera-Mariposa-Merced Unit</b>	
		Location of Headquarters <b>Madera</b>	
		Class Title of Position <b>Battalion Chief</b>	
		Position Number <b>542-414-9723-602</b>	
		Effective Date <b>04/03/2026</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	<p>Under the general direction of the Assistant Chief Madera Division, the Battalion Chief – Madera is responsible for coordinating, managing, and the field administrative activities within Battalion 13. The Battalion Chief - Madera 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>*Assist managers and supervisors regarding the Madera Battalion and unit policies, guidelines, procedures, and resources on programs assigned. *Direct the administration and supervision of the Battalion with four CAL FIRE/County Fire stations staffed with Fire Captains, Fire Apparatus Engineers, and three Paid Call Companies with up to 75 Paid Call Firefighters. *Counsel employees and/or refer them to the Employee Assistance Program as needed and ensure that personnel issues are handled promptly and professionally. *Ensure the workplace is free from harassment and discrimination. *Communicate effectively and provide information and direction for subordinates, volunteers, and other citizens as necessary. *Prepare concise, well-written, and accurate reports. *Work closely and communicate with all field battalion chiefs to maintain effective operational responsibilities by disseminating necessary information to the station personnel and ensuring compliance with department programs. *Participate in the planning, developing, and managing of local government fire protection budget(s) within the Battalion. *Comply with all department and unit purchasing requirements. *Analyze reports, policies and procedures, local government documents, and legislation, and prepare input and correspondence as necessary.</p>		
20%	<p>*Assist managers and supervisors regarding training regulations, policies, guidelines, procedures, and available training resources. *Revise local training policies and regulations. *Attend job-required and job-related training in the areas necessary to meet fire control and suppression needs, supervision, and any topics necessary to maintain readiness and qualifications to respond to emergency incidents. *Maintains certifications and qualifications to respond to emergencies and remain active and current in the Unit's ERD. *Work with the Training Bureau to address state and local training policies, procedures, and regulations. *Responsible for attending meetings necessary for the management of the Battalion and divisional and/or unit meetings to foster open communications with supervisors, peers, and cooperators in other programs and agencies. *Attend Madera County PCF executive meetings and other PCF-related activities.</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.		
<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.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
<b>Personnel use only</b> <input type="checkbox"/> Posted to Directory		Initials and date _____	

