

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position Unit Chief	
		Division and/or Subdivision San Bernardino 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 Bernardino, California	
		Class Title of Position Unit Chief	
		Position Number 542-313-1037-001	
		Effective Date March 10, 2020	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the general direction of the Region Chief or Assistant Region Chief, the Unit Chief is responsible for the performance of the following duties:  *Directly supervises Assistant Chiefs with Differential (Deputy Chiefs). *Plans, organizes, staffs, directs and evaluates the various functions supervised by the Deputy Chief. *Performs the duty of City Fire Chief for the Cities of Highland and Yucaipa as well other cooperative wildland and dispatching agreements within the unit. *Implements all applicable policies of the City Management to the extent they do not conflict with State policy and statute. *Recruits and trains staff in management of a large complex fire department administration. *Develops and carries out a teamwork approach in management of the Unit, two City Fire Department's and any other cooperative agreements within the unit.		
30%	*Provides overall planning, programming, organization and administration of the Fire Protection/Conservation Camp Operations, Fire Prevention/Public Information, Resource Management, and Emergency Incident Management within the unit. *Reviews and manages Contract city's agreements and budgets. *Manages human resources and labor relations including recommending commendations and major disciplinary actions to the Region Chief/Assistant Region Chief, or to the cities as appropriate. *Ensures strategic planning including a long term strategic, master plan and standards of cover. *Administers resource management of watershed programs in the Unit, including fuel breaks, fuel modification, enforcement of state laws, and adherence to the Unit/State Fire Plan.  *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: 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. Will be subject to working nights, weekends, or holidays as well as extensive travel			
"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 _____	

Working Title of Position

Unit Chief

Percentage of Time Required

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

10%

\*May act as Unit Duty Chief, and/or respond to emergency incidents in accordance with Department Policy. \*Maintains proficiency, qualifications, and experience in accordance with applicable laws, rules, and Department Policy.

10%

\*Represents the Unit and two City Fire Departments in meetings and public speaking engagements. \*Meets with and makes presentations at innumerable civic and service organizations including Board of Supervisors, City Councils, Local Agency Formation Commission, boards, commissions, etc. \*Meets with employee association groups or their representatives involving complaints and makes recommendations for meeting employee demonstrated needs.

5%

\*Actively participates in fire service organizations, other community groups, and Local or Statewide working groups. \*When requested, serve as an officer or on the advisory boards of emergency-oriented organizations. May act as Mutual Aid Operational Area Coordinator for the San Bernardino County Operational Area or the Regional Mutual Aid Coordinator for OES Region 6. Maintains a cooperative working relationship with Local, County, Federal & Tribal partners.

5%

\*May act as Agency Administrator (AAD) or Agency Representative (AREP) to the Los Angeles County Fire Department (Gray Book).

5%

Other duties as required.

\*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.

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Job qualifications and/or conditions of employment:

"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