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| STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) | | Working Title of Position Battalion Chief (B31) | |
| | | Division and/or Subdivision San Benito / Monterey 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 Monterey | |
| | | Class Title of Position Battalion Chief | |
| | | Position Number 542-419-9723-608 | |
| | | Effective Date October 1, 2025 | |
| Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. | | |
| 30% | Under the direction and supervision of the Assistant Chief – (South Operations Division), the Battalion Chief (B31) is expected to perform the following duties and responsibilities: The specific duties are: PERSONNEL MANAGEMENT: *Organizes, plans, directs, controls, and evaluates the work of assigned subordinate personnel to meet battalion, Unit and departmental goals and objectives. *Provides leadership and motivation of employees by example and mentoring. *Ensures compliance with department and Unit rules, policies, and procedures. *Initiates appropriate disciplinary action as necessary. *Audits employee attendance reports and completes other personnel reports as required. *Oversee Battalion scheduling and coordinate vacation process. *Incumbent in this position has primary responsibility for supervision and management of Battalion level programs and personnel, including personnel management, training and safety, facility management, mobile equipment management, fiscal management, fire prevention and law enforcement, resource management, accident reporting, emergency incident management. | | |
| 20% | EMERGENCY INCIDENT MANAGEMENT: *Responds to and manages emergency incidents as dispatched or assigned. *Performs other emergency incident duties as assigned. *Ensures completion of all incident-related documents as required. *Establishes and maintains cooperative relationships with local, state, and federal cooperators. *Establishes, maintains, and coordinates automatic and mutual aid agreements as appropriate. | | |
| 10% | CONTRACT ADMINISTRATION: *Operational and administrative responsibilities to the South Monterey County Fire Protection District and the City of Soledad Fire Department. *Develop and maintain District annual budgets, capital equipment purchases, capital improvement projects. *Prepare monthly board reports for Schedule A contracts in the division. *Interface with district staff to implement the contract between the State and the cooperators. | | |
| *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. | | | |
| 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: Successfully completes required training as a condition 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. May be required to work nights, weekends and holidays. New appointments and transfers will require a two-year commitment. | | | |
| "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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| 10% | <p>TRAINING AND SAFETY: *Conducts orientation training for new employees as required. *Ensures assigned personnel maintain operational readiness and performance standards. *Ensures compliance with required daily safety training. *Establishes, maintains, and enforces safe work practices for assigned facilities. *Ensures compliance with unit Illness and Injury Prevention Plan (IIPP). *Ensures assigned employees complete minimum monthly training requirement. *Ensures participation in department physical fitness program.</p> |
| 10% | <p>FIRE PREVENTION / LAW ENFORCEMENT: *Developes and implements an annual battalion-level fire prevention plan meeting unit and region standards. *Establishes and maintains cooperative relationship with civic and property owner groups and associations to promote fire prevention program. *Establishes and maintains relationships with fire safe councils. *Assists interested property owners in planning, organizing and completing RI, VMP's and/or VPT's. *Reviews development and building plans for compliance with applicable fire safety laws and regulations, and recommends appropriate mitigation measures. *Inspects installation of required fire protection and safety systems for compliance. *Enforces forest and fire laws within battalion. *Participates in other law enforcement activities as assigned.</p> |
| 5% | <p>FISCAL MANAGEMENT: *Ensures all battalion-level procurement meets department and unit policies and guidelines. *Reviews all fiscal documents for accuracy and completion. *Ensures timely completion and transmittal of all fiscal documents. *Ensures compliance with unit fiscal accountability standards. *Ensures compliance with unit property management program.</p> |
| 5% | <p>FACILITY MANAGEMENT: *Ensures safe and efficient operation and maintenance of assigned facilities in accordance with department and unit standards. *Conducts facility safety inspections and ensures timely correction of identified deficiencies. *Prepares capital outlay program, budget change proposals to meet unit and region priorities.</p> |
| 5% | <p>MOBILE EQUIPMENT MANAGEMENT: *Ensures operational readiness and maintenance of assigned mobile equipment. *Ensures compliance with department safety and equipment standards. *Coordinates necessary maintenance and repairs with unit Forestry Equipment Manager.</p> |
| 5% | <p>Other duties as required.</p> |

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| Employee Signature _____ | Date _____ | Supervisor Signature _____ | Date _____ |
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