

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Relief Battalion Chief	
		Division and/or Subdivision CNR – Mendocino 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 17501 N. Highway 101, Willits, CA	
		Class Title of Position Battalion Chief	
		Position Number 542-113-9723-007	
		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.		
35%	Under the direction of the Division Chief - Operations, the Battalion Chief performs and is responsible for the following: <i>Personnel Management and Station Administration</i> *Responds to emergencies and maintains fire line qualifications. Relief Battalion Coverage: *Responds to emergency assignments in operational area as requested and functions in the capacity as requested. *Maintains compliance with California Department of Forestry and Fire Protection (CAL FIRE) operational protocol while assigned to other agency incidents and works closely with CAL FIRE agency representative if available.		
35%	*Provides supervision, direction, and guidance for personnel, including but not limited to, assignment of work tasks, scheduling, performance evaluations, progressive discipline, employee development, training, and safety awareness. *Responsible for record keeping for employees and timely submittal of all reporting documents, including personnel, finance, automotive, and emergency activity reporting. *Responsible for compliance with all applicable Federal, State, Local, and Department laws, codes, rules, regulations, directives, policies, and memorandums. *Maintains a current facility Injury and Illness Prevention Plan (IIPP) and ensures compliance.		
15%	<i>Emergency Operations</i> *Ensures the safety and welfare of all firefighters and the public in all operations and decisions. *Assumes command of all emergency incidents within the CAL FIRE jurisdiction in his/her operational area of response unless relieved of duty or delegated to competent designee. *Responds to emergency assignments outside of operational area as requested and function in the capacity as requested. *Maintains compliance with CAL FIRE operational protocol while assigned to other agency incidents and work closely with CAL FIRE agency representative if available.		
*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: See page 2.			
"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.

10%

Operational Readiness and Pre-Emergency Administration and Planning

*Maintains apparatus, equipment, and facilities, including applicable reporting requirements. *Participates in job-required and job-related training as assigned, including both at the unit level and in support of local fire districts. *Establishes and maintains cooperative relationships with Local, State, and Federal Government agencies. *Promotes and develops cooperative agreements with Local Government as requested. *Reviews and updates mutual aid and automatic aid agreements as needed. *Develops and updates annual fire preplans for cooperating agency land managers. *Proactively participates in and provides Fire Prevention services to public groups as requested, such as schools, clubs, fairs, and fire safe councils. *Develops and updates battalion contributions to the Unit Fire Plan. *Develop Vegetation Management Projects supporting the Unit and State Fire Plan, and the Community Wildfire Protection Plan. *Actively participates in Public Resources Code – Fire Safe Regulations (PRC – 4290) and Public Resources Code – Defensible Space (PRC – 4291) programs. *Develops and annually reviews Incident base plans within battalion boundaries, including agreements.

5%

Completes special projects, tasks, and assignments as required or assigned.

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 Division of Occupational Safety and Health (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.

*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: **Position may require a two (2) year commitment. May be subject to working nights, weekends, and holidays.**

"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