

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Safety Battalion Chief	
		Division and/or Subdivision Sonoma-Lake-Napa 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 1199 Big Tree Road, St. Helena, CA 94574	
		Class Title of Position Battalion Chief	
		Position Number 542-114-9723-015	
		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 general direction of the Administrative Assistant Chief, the Safety Battalion Chief is responsible for coordinating, implementing, and managing all Unit safety programs and activities. The incumbent ensures Unit safety plans, policies, and procedures remain current and compliant with Federal, State, local, and Department regulations.		
30%	*Responsibilities include providing recommendations and guidance regarding operational safety priorities, reviewing injury and accident reports, identifying trends, recommending corrective actions, and maintaining required safety documentation including Mobile Equipment Accident/Incident Reporting – Transmittal Sheet (ME-80) investigations and the Unit Annual Vehicle Accidents Statistics (ME-60) report. *The Safety Battalion Chief is responsible for ensuring Unit compliance with the Department’s Injury and Illness Prevention Program (IIPP) and serves as Chair of the Unit Safety Committee.		
15%	*Providing Battalion Chief support to field personnel through information dissemination, schedule coordination, report review, and purchasing document oversight. *The incumbent coordinates and ensures completion of annual and bi-annual facility inspections and works collaboratively with Unit Direct Construction Supervisor I (DCS I) to identify and mitigate safety deficiencies identified through facility or Office of State Fire Marshall (OFSM) inspections. *Coordinates Unit wellness screenings and supports employee health, fitness, and operational readiness initiatives.		
	*Oversees the Unit’s Emergency Medical Services (EMS) Program by ensuring compliance with all EMS training, certification, and operational requirements; maintain routine communication with Region and statewide EMS program managers to implement current medical directives; coordinating with Local Emergency Medical Services Agencies (LEMSA) on accreditations, medical control requirements, and quality improvement needs; and ensuring Unit personnel, documentation, equipment, and procedures remain aligned with all applicable EMS standards and regulations.		
	*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			

