

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <a href="#">Hazard Mitigation Battalion Chief</a>	
		Division and/or Subdivision <a href="#">Sonoma-Lake-Napa Unit</a>	
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 <a href="#">1199 Big Tree Road, St. Helena, CA 94574</a>	
		Class Title of Position <a href="#">Battalion Chief</a>	
		Position Number <a href="#">542-114-9723-023</a>	
		Effective Date	
<b>Percentage of Time Required</b>	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	<p>Under the direction of the Pre-Fire Division Chief, the Hazard Mitigation Battalion Chief is responsible for the implementation of fuels reduction and prescribed burn projects within the unit and assists adjoining units with the development of burn plans and prescribed fire implementation.</p> <p>*Responsible for the oversight, planning and safe implementation of fuels reduction and prescribed fire projects within the Unit. *Supervises Unit Pre-Fire Engineer, Fuels Crew and any special resources assigned to the Unit to complete fuels reduction and prescribed fire projects. *Oversees the implementation of the Unit Fire Plan and is responsible to ensure reporting is completed to meet Region and Sacramento program needs. *Coordinates with Unit resource management staff to ensure environmental compliance and project prescriptions are completed to properly implement projects to support the Unit Fire Plan priorities. *Coordinates Unit projects with county and federal agencies, local jurisdictions and cooperators. *Works with landowners and cooperating agencies on project implementation, ensure landowner agreements and cooperative agreements are in place and current. *Resolves landowner conflicts on fuels projects. *Manages fuels reduction budgets and contracts. *Develops contracts for fuels reduction, ensures contractor compliance and completes vendor pay documents. *Coordinates with unit Field Battalion Chiefs on project priorities and resource needs for project implementation.</p>		
25%	<p>* Routinely provides scheduled Chief Officer coverage for field battalions, providing first-line supervision to fire station managers. Responds to local emergencies as an initial and/or extended attack Incident Commander. Responds to emergencies statewide as directed by the Emergency Command Center (ECC). *Maintain proficiency, qualification, and experience standards in accordance with applicable laws, rules, and departmental policy.</p>		
<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.</p>			
<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: <a href="#">See page 3.</a>			
"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.

25%      \*Responsible for the development of prescribed fire burn plans, smoke management plans and ensures Planned Ignition Forecast Advisory (PIFA) reporting is completed with the Local Air Pollution Control District. \*Cooperate with the local Air Pollution Control District and attends annual prescribed fire cooperators meetings. Assists and mentor's Unit and adjoining Unit staff in the development of burn plans and smoke management plans. \*During prescribed burn operation assumes the role as the Prescribed Fire Incident Commander. \*Trains and mentors personnel to become qualified Prescribed Fire Incident Commanders. \*Coordinates with private burn cooperators to ensure permitting and CAL FIRE procedures are followed. \*Attend public and cooperator meetings in the planning and support of implementing fuels reduction and prescribed fire on private lands.

15%      \*Direct and evaluate the performance of employees. \*Develop, with employees, Individual Development Plans, and assure they are completed. \*Assure all reports and records are completed as necessary and routed within established time frames. \*Plan, coordinate and supervise the efforts of assigned personnel so that their activities are within guidelines established by the Unit Chief. Completion of daily, weekly, monthly, and yearly reports which include Procurement Card, budgets, Financial Information System for California (FI\$Cal), Electronic Payroll (ePay), requisition and other data pertaining to personnel. \*Direct training of employees to assure operational competency and meet or exceed training requirements as stipulated in the department's Training program. \*Participate and attend training courses to assure compliance with the Training requirements. Participate in training sessions as an instructor. \*Direct and supervise employees in facility, vehicle, and personal safe work practices. \*Assure all facilities and equipment are continuously inspected for maintenance and safe operation. \*Assure all employees are properly trained on the department's Safety Plan. \*Direct and supervise employees in development and participation in the departmental Physical Fitness program.

5%      Other duties as required: Performs additional duties as required to support unit operations, including participation in special projects, coordination with external agencies, and representation of the unit in meetings and events. May assist with training coordination, policy development, and emergency planning. Ensures compliance with department policies and maintains readiness to respond to emerging needs.

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Job qualifications and/or conditions of employment: [See page 3.](#)

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
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 \_\_\_\_\_  
 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.

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, 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.

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Job qualifications and/or conditions of employment: **Two-year commitment may be required prior to approval of reassignment. May be required to work 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

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Initials and Date