

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (04/01)		Working Title of Position Division Chief of Operations	
		Division and/or Subdivision Sonoma-Lake-Napa	
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 Rd., St. Helena 94574	
		Class Title of Position Assistant Chief (Supervisory)	
		Position Number 542-114-1039-007	
		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.		
25%	Under the general direction of the Deputy Chief of Operations, the Division Chief of Operations provides leadership, planning, and supervision for operational programs within the Sonoma-Lake-Napa Unit. The position exercises full supervisory responsibility over assigned staff, including the Sonoma Air Attack Battalion Chief, Forestry Equipment Managers (FEM), and Direct Construction Supervisor I (DCS I). The position functions as a key member of the Unit's leadership team, ensuring program alignment with Departmental objectives and operational standards.		
25%	*Oversees the Unit Aviation Program, including the Sonoma Air Attack Battalion Chief, to ensure aviation resources are trained, equipped, supported, and integrated into Unit operational planning. Plans, directs, and evaluates operational functions to ensure consistent application of policies, procedures, and operational standards. *As assigned by the Deputy Chief of Operations, develops, implements, and maintains Unit Standard Operating Procedures, ensuring alignment with Regional and Department policies in order to support safe and efficient operational practices. *Coordinates with field personnel, cooperators, and internal stakeholders to ensure that Unit operations meet mission objectives related to fire protection, emergency response, and resource management. *Leads and participates in Unit working groups, operational committees, and planning teams to support coordination of major programs, operational improvements, and implementation of Department initiatives.		
	*Serves as the Unit's primary liaison to Capital Outlay (CAPCOM), coordinating planning, scheduling, prioritization, and execution of capital outlay and special repair projects. *Supervises and directs the DCS I to ensure construction, maintenance, and repair activities support facility readiness, safety, and operational continuity. Coordinates required facility inspections, ensures compliance with Department and regulatory standards, and monitors progress of construction and maintenance activities to meet operational needs. *Works with Region and Sacramento Headquarters staff to prepare facility-related documentation, reports, and proposals necessary for budget development and capital project justification.		
	*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.		
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 ☐ 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%

*Supervises and provides oversight to the Unit's FEMs, ensuring mobile equipment is maintained, repaired, inspected, and deployed consistent with operational requirements. Ensures Unit fleet resources remain fully compliant with safety regulations, preventative maintenance standards, and Departmental fleet policies. *Coordinates with Region Fleet, Sacramento Logistics, vendors, and local cooperators in order to address equipment issues, fleet acquisition, decommissioning, and special equipment needs. Monitors fleet availability, evaluates equipment performance, and collaborates with staff to ensure adequate resource readiness during peak emergency periods.

15%

*Maintains and administers the Unit Battalion Chief schedule to ensure adequate operational coverage, equitable assignments, and continuity of leadership throughout the Unit. Coordinates acting assignments, relief coverage, and personnel adjustments in order to meet staffing demands and operational priorities. *Supports the Deputy Chief of Operations in personnel activities including evaluation, mentoring, performance oversight, and coordination of supervisory responsibilities.

5%

*Provides incident command leadership at emergency incidents, including the development of incident objectives, coordination of resources, and execution of strategic and tactical decisions when required. *Assumes command or line officer roles during emergency operations as assigned, supporting incident management needs and Unit operational readiness.

5%

Other duties as required.

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.

*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.

Job qualifications and/or conditions of employment: May be required to work nights, weekends, or holidays in support of emergency incidents. Maintains the Arduous Fitness Standard in accordance with Department policy.

"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