

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief	
		Division and/or Subdivision Highland - Battalion 1	
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 San Bernardino Unit (BDU)	
		Class Title of Position Battalion Chief	
		Position Number 542-313-9723-605	
		Effective Date 7/1/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	I. DEFINITION Under the direction of the East Valley Assistant Chief (Division Chief), the Highland Battalion Chief oversees and responsible for the Administration and Operation of the Highland Battalion. This includes fire suppression, hazard reduction, pre-fire suppression, forest improvement, and contracted work projects. Serves as the liaison between the Department of Forestry and Fire Protection (CAL FIRE) and the City of Highland pursuant to the cooperative agreement for services.		
20%	II. DUTIES As the Battalion Chief of Battalion 1, the duties and responsibilities include but may not be limited to: A- Administration *Administers three City stations (East Highland, Highland and Sterling), supervise the Highland City Paramedic program, and oversees the Reserve Firefighters of Highland by interpreting and applying CAL FIRE policies, directives, and guidelines. Manages fiscal, personnel matters, and CAL FIRE program requirements. *Provides and encourages an active support of the Unit Safety Program. *Implements the Department's Injury and Illness and Protection (I.I.P.P.) program.		
	B- Personnel 1. *Maintains a duty schedule and applicable overtime rotation for all employees, keeping vacation and holiday balances within allowable standards. 2. *Counsels and helps solve employee problems.		
	*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: 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 subject to working nights, weekends or holidays. Transfers may 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 ☐ Posted to Directory		Initials and date	

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15%	3. *Works with representatives of employee groups in problem solving. 4. *Approves Merit Salary Adjustments. 5. *Completes performance evaluation reports for all Fire Captains and reviews reports for other cases.		
15%	C- Emergency Response 1. *Responds and directs activities on all wildland and structural fires and other emergency operations where chief coverage is required. 2. *Maintains working relationship with other agencies involved in emergency work. 3. *Responds to wildland fires throughout the State in positions as listed in the Unit Fire Plan and FIREScope. 4. *Keep aware of fire control problems present in the rural areas as well as the urban.		
10%	D- Work Programs *Ensures that Battalion inspections are conducted in compliance with the Department's Law Enforcement (LE-100) program.. *Ensures that Title 19 inspections are conducted in compliance with the California Administrative Code on all appropriate city located facilities.		
10%	E- Maintenance 1. *Ensures that preventative maintenance is performed on all Battalion Automotive equipment. 2. *Conducts Administrative inspections on all Battalion Automotive equipment. 3. *Administers Maintenance and Equipment replacement budgets 4. *Manages facility maintenance to ensure all fire stations are maintained to Department standards within budgeted guidelines.		
10%	F- Material Management *Coordinates and approves all Battalion purchases to comply with Departmental policies and budgetary constraints.		
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