

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief – Wildfire Prevention and Mitigation	
		Division and/or Subdivision Amador El Dorado 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 Camino	
		Class Title of Position Battalion Chief	
		Position Number 542-417-9723-XXX	
		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.		
30%	Under the direction of the Assistant Chief of Community Risk Reduction, the Wildfire Prevention and Mitigation Battalion Chief is responsible for the following duties: * Provide leadership and oversight of Unit wildfire prevention programs, with a focus on public education, risk reduction, and community engagement. *Lead and support wildfire prevention education and outreach efforts, including defensible space messaging, home hardening, and fire-safe behaviors. Represent the department at community meetings, fire safe councils, public workshops, and stakeholder engagements related to wildfire prevention and mitigation. *Coordinate prevention program messaging with unit leadership, cooperators, and the Unit Public Information Officer (PIO) to ensure consistency, accuracy, and effectiveness. *Serve as PIO for the unit as needed and respond to incidents in that capacity. *Coordinate with county agencies, utilities, and cooperators to support implementation of wildfire prevention and mitigation initiatives. *Direct and supervise personnel in facility, vehicle, and personal safe work practices, ensuring all employees are properly trained on the department's safety plan.		
25%	*Oversees planning, coordination, and implementation of defensible space inspections in accordance with Public Resources Code 4291, departmental policy, and applicable local ordinances. *Supervise Defensible Space Inspectors and staff assigned to defensible space operations. *Develop inspection priorities based on community risk in support of unit and department strategic and performance goals. *Ensure inspections are conducted consistently and professionally in accordance with department policy and established inspection standards. *Coordinate defensible space operations with unit Battalion Chiefs, cooperators, and local fire agencies. *Respond to escalated defensible space issues involving landowners, real estate transactions, or public complaints. Support implementation and expansion of the Qualified Entity Program within the unit. *Provide technical expertise on home hardening and defensible space best practices. *Ensure appropriate documentation and tracking of inspections within department data systems. *Oversee unit Damage Inspection (DINS) activities, including coordination of personnel, data collection, and reporting following wildfire incidents. *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 3			
"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 _____	

Working Title of Position
Battalion Chief – Wildfire Prevention and Mitigation

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

25% Cont.

*Ensure completion and coordination of Fuels Treatment Effectiveness Reports (FTEER) in accordance with department procedures and integrate findings into defensible space program priorities and unit wildfire risk reduction strategies.

20%

*Administer the Department of Forestry and Fire Protection (CAL FIRE) Burn Permit Program within the unit in accordance with department policy. *Coordinate with field personnel, cooperating agencies, and Air Pollution Control Districts to support safe and compliant residential burning practices. Provide guidance and information to the public regarding burn permit requirements, restrictions, and safe burning practices.

10%

*Respond to emergency incidents as required per department policy. *Maintain proficiency, qualification, and experience standards in accordance with applicable laws, rules, and department policy. When assigned battalion coverage, collect and audit payment and purchase documents, timesheets, month-end reports, workers' compensation documents, and LE-66 Wildland Investigation reports, along with other administrative paperwork. Address scheduling issues related to apparatus staffing. Maintain assigned equipment.

10%

*Direct and evaluate employee performance. *Develop, in collaboration with employees, Individual Development Plans, and ensure their completion. Ensure all reports and records are completed accurately and routed within established timeframes. Plan, coordinate, and supervise the efforts of assigned personnel to ensure their activities align with Unit Chief expectations. *Participate in and attend training courses to meet department training standards. Participate in training sessions as an instructor. Direct and supervise employees in the development and participation of the departmental physical fitness program.

5%

Other duties as assigned.

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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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Working Title of Position
Battalion Chief – Wildfire Prevention and Mitigation

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, California Occupational Safety and Health Administration (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: **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

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Initials and Date