

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief – Madera	
		Division and/or Subdivision Southern Region / Madera-Mariposa-Merced 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 Madera	
		Class Title of Position Battalion Chief	
		Position Number 542-414-9723-623	
		Effective Date 06/30/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under the general direction of the Assistant Chief Madera Division, the Battalion Chief – Madera is responsible for coordinating, managing, and the field administrative activities within Battalion 8. The Battalion Chief - Madera is expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible to fulfill its mission. *Assist managers and supervisors regarding the Madera Battalion and unit policies, guidelines, procedures, and resources on programs assigned. *Direct the administration and supervision of the Battalion with two CAL FIRE/County Fire stations staffed with Fire Captains and Fire Apparatus Engineers. *Counsel employees and/or refer them to the Employee Assistance Program as needed and ensure that personnel issues are handled promptly and professionally. *Ensure the workplace is free from harassment and discrimination. *Communicate effectively and provide information and direction for subordinates, volunteers, and other citizens as necessary. *Prepare concise, well-written, and accurate reports. *Work closely and communicate with all field battalion chiefs to maintain effective operational responsibilities by disseminating necessary information to the station personnel and ensuring compliance with department programs. *Participate in the planning, developing, and managing of local government fire protection budget(s) within the Battalion. *Comply with all department and unit purchasing requirements. *Analyze reports, policies and procedures, local government documents, and legislation, and prepare input and correspondence as necessary.		
20%	*Assist managers and supervisors regarding training regulations, policies, guidelines, procedures, and available training resources. *Revise local training policies and regulations. *Ensure Truck Qualified Operators maintain compliance with departmental driver/operator qualification requirements, including initial certification and annual competency evaluations. *Attend job-required and job-related training in the areas necessary to meet fire control and suppression needs, supervision, and any topics necessary to maintain readiness and qualifications to respond to emergency incidents. *Maintains certifications and qualifications to respond to emergencies and remain active and current in the Unit's Emergency Response Driver. *Work with the Training Bureau to address state and local training policies, procedures, and regulations. *Responsible for attending meetings necessary for the management of the Battalion and divisional and/or unit meetings to foster open communications with supervisors, peers, and cooperators in other programs and agencies. *Attend Madera County Paid Call Fire Fighter (PCF) executive meetings and other PCF-related activities. *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: 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 in support of emergency incidents. 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% | *Responds to and direct activities on all wildland, structural fires, and other emergency operations where Battalion Chief coverage is required. *Assume a command role as necessary in both emergency and non-emergency situations and be able to respond as needed throughout the state to various types of incidents as needed. *Communicate and provide situational updates to the Unit Duty Chief, and or your supervisor as needed to meet policy and expectations. *Responsible for maintaining effective working relationships with other agencies involved in emergency response and public safety. *Represents Madera County Fire Department as necessary, including federal, State, and local Direct Protection Area incidents. *Maintain awareness of fire control problems in this battalion's rural and urban areas as well as the neighboring battalions. *Maintain awareness of the fire control problems throughout the Unit. *Make reasoned decisions that include actions necessary to mitigate quickly changing emergencies, care, and treatment of ill or injured individuals and ensure the safety of emergency workers and civilians as well as the protection of property and the environment. *Safely operate equipment every day in both normal conditions and in hazardous environments and situations. *Participate in the Department's physical fitness programs to maintain physical readiness to respond to emergencies and perform the duties required in any emergency response. |
| 10% | *Responsible for planning, coordinating, supervising, and evaluating all fire protection, emergency response, prevention, preparedness, and administrative activities associated with the Picayune Rancheria of the Chukchansi Indians, and the Chukchansi Gold Resort & Casino. Act as a liaison; developing and maintaining cooperative relationships with tribal representatives and casino executives to ensure seamless emergency service delivery during special events, public gatherings and fire protection system impairments. |
| 10% | *Oversee the scheduling program (inTime) for Firefighters II, Fire Apparatus Engineers, and Fire Captains, ensuring adequate staffing levels are maintained to meet operational, contractual, and emergency response requirements. |
| 10% | *Implement, evaluate, and maintain effective operational readiness by ensuring all equipment and personnel are available for response by addressing the needs in fleet and facility maintenance, personal protective equipment, and personnel issues, including the coordination of the proper maintenance of the equipment and facilities. *Perform regular facilities and equipment compliance and safety inspections to ensure they are maintained in accordance with the established standards. *Arrange for specialist personnel to perform maintenance work beyond station personnel's capability. |
| 5% | Other duties as required. |
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