

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position BATTALION CHIEF – FIRE CONTROL COORDINATOR	
		Division and/or Subdivision SACRAMENTO HQ/ FPP / TRAINING CENTERS	
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 IONE – AMADOR COUNTY	
		Class Title of Position BATTALION CHIEF	
		Position Number 542-029-9723-012	
		Effective Date 07/20/2026	
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 supervision of the Special Operations Assistant Chief, the Battalion Chief (BC) is responsible for the coordination and oversight of all CAL FIRE Training Center Coordination staff and training programs. Duties include but are not limited to the following: *Coordinate the Fire Control (FC) Training Program for the Training Centers. *Verify training curriculum is accurate, current and in accordance with departmental policies, procedures, and other mandates. *Provide for the training, scheduling, curriculum, and standards development for FC courses. *Perform staff functions including policy research and development. *Research, develop, and update student materials, handouts, and examinations for FC courses. *Evaluate student performances. *Travel to all Training Centers to monitor and provide support to the FC training programs and staff. *Function as a relief BC for Fire Control.		
20%	*Confirm Injury and Illness Prevention Program and State Compensation Insurance Fund records are current and that all associated training is conducted in a safe manner. *Determine eligibility and availability of guest instructors for FC related training. *Coordinate, oversee, and direct students, adjuncts, technical subject specialists and day-labor assistance for the FC Training Program during their assignments, performance testing, and drills. *Coordinate with other Training Centers program managers in order to facilitate the effective use of curriculum, training center grounds and mobile equipment.		
15%	*Supervise and evaluate the performance of guest speakers and Fire Captains, when necessary, in the delivery of classroom and field instruction. *Assist in performing other assignments, including coordination of facilities, testing, student needs, equipment issuance, facilities maintenance, and physical training. *Perform personnel management tasks, record keeping, writing, and submitting reports as required.		
*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 2.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature		Supervisor Signature	
Date		Date	
Personnel use only		Initials and date	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position BATTALION CHIEF – FIRE CONTROL COORDINATOR	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
10%	*Work with Training Centers staff to ensure disciplinary action, injury, illness, counseling, and other issues, related to FC students and adjuncts, are handled in a professional and timely manner.		
10%	*Teach and provide classroom and field instruction as required. *Assist with performance exams as needed. *Participate in the Training Centers physical fitness program and assist with the student Physical Training program.		
5%	*Receives job-related training; including instructional methods, fire control, supervision, and mobile equipment utilization when assigned.		
5%	*Maintain readiness and qualifications to respond to emergency incidents. Respond to incidents when assigned.		
5%	*Travel between Training Centers to perform instructional or logistical responsibilities in support of the Training Program.		
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Job qualifications and/or conditions of employment: 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, CalOSHA 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 tests. Duties involve field work requiring physical performance calling for above-average ability, endurance, and superior condition, including occasional demand for extraordinarily strenuous activities in emergencies, under adverse environmental conditions, and over extended periods of time; requires running, walking, difficult climbing, jumping, twisting, bending and lifting over 25 pounds; and the pace of work is typically set by the emergency situation. The incumbent to this position shall be retained for not less than a two-year commitment starting on the date of the appointment. Any lesser commitment shall be approved by the supervisor to the incumbent.			
"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	