

CURRENT

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) REV 10/18		Working Title of Position Field Battalion Chief	
		Division and/or Subdivision Riverside 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 Perris	
		Class Title of Position Battalion Chief	
		Position Number 542-312-9723-XXX	
		Effective Date August 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.		
50%	Under the general direction and supervision of the Assistant Chief (Division Chief), the Field Battalion Chief is responsible for the coordination and management of all activities within their battalion. This individual is expected to implement, adhere to and enforce all CAL FIRE and Riverside County Fire policies and procedures. The Riverside Unit covers 7,208 square miles in Southern California, spanning from the greater Los Angeles area to the Arizona border. Geographically, the county is mostly desert in the central and eastern portions but has a Mediterranean climate in the western portion. The Battalions consist of rural desert, heavy urban/industrial, incorporated cities and unincorporated mixed- use areas. The western portion of the County has significant potential for catastrophic wildland fires compounded by the Wildland Urban Interface. <u>DUTIES</u> *Manages the assigned state and county fire stations as listed above; which requires close working relationships with city, county and state officials. *Prepares special reports for headquarters, as required. *Coordinates mutual aid programs with cooperators. *Reviews all purchase documents. *Prepares battalion property and equipment budget. *Monitors state, county and city property needs placing orders through channels. *Reviews placement of all property and adjusts as necessary to ensure optimum usage. *Monitors condition and maintenance records of all state, county and city property *Conducts administrative inspections of all stations and automotive equipment, noting condition of the fire station and equipment, maintenance records, personnel training records, issuance's, etc.*Responsible for coordinating with the Automotive Section repair and modification of all state, county and city automotive equipment. *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 the incumbent be annually medically cleared to be fit tested for respiratory protection equipment. May be subject to working nights, weekends or holidays. Transfer candidates 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 _____	

Working Title of Position
Field Battalion Chief

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
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15%

*Provides guidance to the Division Volunteer Reserve Program as necessary.
*Analyzes directives and disseminates information to station personnel.
*Maintains a duty schedule(OSS)for all battalion employees while ensuring vacation and holiday balances are kept within mandated standards. *Counsels employees and makes referrals to the Employee Assistance Program (EAP), as necessary. *Approves merit salary adjustments. *Completes reports of reviews and signs reports for other classes. *Reviews attendance reports(EPAY), absence requests and travel expense claims(CALATERS) for accuracy. *Overall supervision of a Battalion Wide Paramedic Assessment Program.

15%

*Responds and directs activities on all wildland and structural fires and other emergency operations where chief officer coverage is required. Ensures logistical support through appropriate means for incident personnel.
*Maintains working relationships with other agencies involved in emergency work including but not limited to the following: California Highway Patrol, United States Forest Service (USFS), state, county and city roads and Highway Departments, Emergency Management Department, etc. *Responds to emergencies throughout the state in positions as listed in the Unit Emergency Response Directory and FIREScope Plan. *Coordinates fire defense improvement maintenance and construction. *Provides sick leave and vacation coverage for other battalion chiefs. *Keeps aware of fire control problems in both rural and urban areas of the battalion.

10%

*Coordinates the Battalion Fire Prevention Program with the Unit Fire Prevention Chief, schools, general public and water and utility companies.
*Related activities include: Law Enforcement, review of fire drills in schools and hospitals, pre-plan inspections of target areas and buildings, supervise prevention activities of station personnel. *Reviews and approves CALFIRS.

10%

*Coordinates with Unit training officers to provide or arrange training of all battalion personnel in the skills and knowledge necessary to successfully accomplish their tasks. *Attends training, as required. *Arranges and participates in joint training exercises with other agencies. *Review all injury and accident reports (IAPS) and recommends appropriate action.
*Provides and encourages active support of the Unit safety program. Other duties as assigned.

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Employee Signature

Date

Supervisor Signature

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