

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief - Batt.2 Fire & Life Safety (B25)	
		Division and/or Subdivision San Benito-Monterey 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 Monterey, CA	
		Class Title of Position Battalion Chief	
		Position Number 542-419-9723-601	
		Effective Date 07/01/2026	
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 direction and supervision of the Assistant Chief - West Division Operations, the Battalion Chief - Fire & Life Safety shall serve as the Fire Marshal and is responsible for the overall coordination and supervision of the Community Risk Reduction program within the Peninsula Battalion (B2), including fire protection planning, special projects coordination, fire inspections, code enforcement, public and fire safety education, disaster preparedness, fire defense improvement management, water supply systems, emergency incident management, and other duties and responsibilities as required or assigned as follows: *Oversees and ensures fire department review of all proposed development, land use changes, and building projects within B2 for compliance with established fire-related codes, ordinances and regulations, recommended mitigation measures, and related inspections and approvals to ensure compliance and enforcement. *Supervises program Fire Captains. *Recommend changes to County and District life and fire safety ordinances and regulations. *Organizes, plans, directs, controls, and evaluates all special projects, including but not limited to, review and updating of land use policies, mapping projects, specialized pre-suppression planning efforts, cost recovery. *Coordinates issues of mutual concern with all involved agencies and keeps supervisors informed on any project or issue deemed politically sensitive. *Organizes, plans, directs, controls, and evaluates all pre-suppression programs within B2, including PRC-4290/4291 inspections, fire defense improvement inspections and maintenance, commercial occupancy inspections, and fire hazard reduction projects. *Manages budgets and contracts, develops contracts, ensures contractor compliance, and completes vendor payment documents. *Coordinates Peninsula Battalion (B2) public/fire safety education program, including disaster preparedness, general fire/life safety issues, wildland fire safety and defense, and Community Emergency Response Teams (CERT). *Make presentations to various groups on fire prevention and safety-related topics. *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 successful candidate may be assigned a 4-day work week. Incumbent 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. A two year commitment may be required.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only ☐ Posted to Directory		Initials and date _____	

Working Title of Position
Battalion Chief - Batt.2 Fire & Life Safety (B25)

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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| 20% | *Organizes, plans, directs, and evaluates the work of assigned personnel to meet battalion, unit, and departmental objectives. *Provides leadership and motivation through example and mentoring; ensures compliance with Department and Unit policies and procedures; initiates performance management when necessary; audits attendance and completes required personnel reports. *Oversees Battalion scheduling and coordinates the vacation bidding process. *Conducts orientation training for new employees and ensures personnel maintain operational readiness and performance standards. *Ensure compliance with daily safety training, establishes and enforces safe work practices, and ensures adherence to the Unit Illness and Injury Prevention Plan (IIPP). *Ensure employees meet training requirements and participate in the department physical fitness program. |
| 10% | *Maintains and strengthens political and community relationships, including with homeowners' associations throughout the Peninsula Battalion, the Pebble Beach Company, Del Monte Forest Foundation Open Space Advisory Committee, and the Traffic Safety Committee. *Serves as an active member of the Monterey County Fire Prevention Officers Association. |
| 10% | *Ensures all program-level procurement complies with Department, District, and Unit policies and guidelines. *Reviews fiscal documents for accuracy and completeness, ensures timely processing and transmittal, and maintains compliance with Unit fiscal accountability standards. *Oversee adherence to District, Battalion, and Unit property management requirements. |
| 5% | *Oversees records retention including plans, inspections, and data collection for compliance with established fire-related codes, ordinances, regulations, and Department/District Policies. *Manage IT applications, programs, and platforms. |
| 5% | *Provides operational Battalion coverage as assigned; responds to and manages emergency incidents as dispatched or assigned; performs other emergency incident duties as qualified and assigned; ensures timely completion and submittal of all incident-related documents as required; maintains all qualifications and certifications as required by the Department or Unit. Perform other duties as may be required. |

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Employee Signature
Personnel use only

Date
☐ Posted to Directory

Supervisor Signature

Date

Initials and Date