

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief	
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.		Division and/or Subdivision Northern Region Santa Clara Unit	
		Location of Headquarters Morgan Hill, CA	
		Class Title of Position Battalion Chief	
		Position Number 542-116-9723-VAR	
		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.		
35%	Under the direction of a Division Chief, the Battalion Chief is responsible for the field administration and operation of a field Battalion. Administration and Planning – *Responsible for administering and planning program within the Battalion. *Coordinates activities with other governmental agencies, including local fire, road, law enforcement, and park departments. *Advises Unit Administrators of operations by those agencies affecting CAL FIRE. *Keeps informed of community needs that might invite increased activity by CAL FIRE.		
20%	Supervision – *Directly supervises Fire Captains, who in turn direct the work of Fire Apparatus Engineers and Firefighters. *Ensures all supervised personnel are adequately trained by implementing a well-organized and appropriate training program. *Responsible for ensuring all proper paperwork and reports are completed by assigned personnel as required by Unit and Department policy. *Is responsible for implementing, directing, and controlling an aggressive safety program.		
10%	Fire Suppression – *Responsible for the direction of fire suppression activities emergency response in the Battalion. *Responsible for preparing and updating annual Battalion Fire Plan and will develop pre-suppression plans for critical fire areas.		
10%	Training – *Serves as coordinator and/or trainer for specific training programs and ensures personnel under his/her supervision request and receive adequate training in appropriate emergency and administrative tasks.		
*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:			
"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

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
5%	Fire Prevention and Law Enforcement – *Responsible for preparing and updating an annual Battalion Fire Prevention Plan. *Directs subordinates in fire prevention inspection programs and in presenting programs before adult and juvenile programs. *Supervises employees. On an as-needed basis, participates in the investigation of fires and coordinates with the Prevention Bureau to ensure that fire law violators are apprehended.
5%	Automotive Equipment Maintenance – *Responsible for the implementation and oversight of the department's automotive preventive maintenance program in the Battalion, involving fire apparatus, administrative vehicles, reconnaissance vehicles, and support vehicles.
5%	Facility Maintenance – *Responsible for the supervision of maintenance of Fire Stations, including planning for routine maintenance projects such as roofing, painting, and minor repairs as needed, as well as planning for the replacement of structures. Identifies needs for and initiates maintenance of fire access roads.
5%	Finance and Property – *Responsible for expenditures of State funds in the Battalion to ensure that purchasing policies are followed and budgetary limits are adhered to. *Takes necessary steps to see that property and equipment are properly accounted for, protected, maintained, and disposed of in accordance with Department Policy.
5%	Forest, Range, and Watershed Management – *Responsible for inspecting proposed range improvement burns and issuing permits in compliance with good judgment and accepted practice.
	*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.

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Job qualifications and/or conditions of employment:

"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

Working Title of Position
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.

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, 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 requires a two (2) year commitment. May be required to work nights, weekends, and holidays. This position may require some travel.**

"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