STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

Working Title of Position
Division Chief – Operations, San Mateo County Fire Department (Schedule A)

Division and/or Subdivision
Northern Region/San Mateo – Santa Cruz 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
Belmont, CA

Class Title of Position
Assistant Chief (Supervisory)

Position Number
542-117-1039-603

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.
	Under the general direction of the San Mateo Division Deputy Chief, the Division Chief – Operations performs the following duties:
25%	*Manages, directs, and evaluates the Schedule A field operations for the San Mateo County Fire Department Cooperative Contract of the Unit. *Supervises Field Battalion Chiefs, providing program management, to assure performance and compliance with fire protection and Emergency Medical Services (EMS) objectives. *Coordinates County Fire operational priorities and actions with California Department of Forestry and Fire Protection (CAL FIRE) management; San Mateo Deputy Chief, Santa Cruz Deputy Chief, Camp Division Chief, Administrative Deputy Chief, local agencies, and county officials.
25%	*Responsible for technical guidance, coordination, determination of priorities and procedures: fire protection, EMS, and other emergencies; personnel management; policy, records management and required documentation; safety and physical fitness; public relations and proper communications procedures. *Oversight of volunteer fire companies, fire station facilities and fire apparatus along with pre-suppression and other special projects as required. Oversees grounds maintenance and improvements.
15%	*Maintains being an effective liaison with community leaders and private landowners throughout the division. *Maintains effective liaison with cooperating fire agencies including those in the incorporated cities and fire protection districts. *Develops mutual and automatic aid agreements for the best utilization of fire resources within the division. *Develops and maintains other agreements as necessary. Attend the following meetings (at a minimum): County Operations Meetings, Emergency Management Council Meetings, and Local community meetings, as needed.
	*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 pg. 2

"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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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
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PO-199 (06/16) - **PAGE 2**

Working Title of Position
Division Chief – Operations, San Mateo County Fire Department (Schedule A)

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	Assists with capital outlay projects and equipment. Assists with the purchase of mobile equipment and related items. *Makes recommendations regarding budget priorities to Deputy Chief.
10%	*Determines incident strategy and tactics, assumes command of incident when circumstances require such action and provides leadership in other emergency operations as required or as assigned. Field duties may require occasional work under adverse environmental conditions over extended periods of time.
5%	Performs Unit Duty Chief coverage on a rotational basis. Represents the Unit Chief or act on his/her behalf on matters that relate to the Unit. Assist the Emergency Command Center with state, region and local coordination of unit resources.
5%	Other duties as required.
	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 tests.

*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: May be subject to working nights, weekends and/or holidays to support incidents.

"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