

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief - Suppression	
		Division and/or Subdivision Shasta-Trinity 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 Redding	
		Class Title of Position Battalion Chief	
		Position Number 542-213-9723-004	
		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.		
30%	Under the direction of the East Operations Division Chief, The Battalion Chief – Suppression will provide a professional level of service to the public in both emergency and non-emergency situations, acting in accordance with Department of Forestry and Fire Protection (CAL FIRE) policies in order to serve and safeguard the people and protect the property and resources of the state. *Responsible for the oversight of Battalion I, including the supervision of Fire Captains, Fire Apparatus Engineers, Fire Fighter IIs, Heavy Fire Equipment Operators, and Volunteers in program(s) assigned within the battalion. *Holds all personnel accountable for their actions using progressive discipline and completes employee performance evaluations. *Ensures completion of all required paperwork with accuracy and in a timely manner, in adherence with unit, department, and state time frames. *Stays up to date with changing laws and ordinances, reviews policy to ensure compliance is maintained, and disseminates information so that all staff are informed, updated, and acting in accordance. *Acts as a subject matter expert for the battalion, Shasta County Fire Department, and volunteer companies. Attends company and monthly chiefs' meetings, as required.		
20%	*Maintains relationships with cooperating agencies and stakeholders within the battalion. *Updates yearly use agreements, operating plans, mutual aid/automatic aid agreements, and contracts within the battalion. *Attends and participates in various Fire Committees, Fire Safe Councils, and other local government meetings to maintain knowledge of current fire protection issues. *Develop and maintain pre-suppression planning, pre-plans, and inspection programs. *Works closely with law enforcement agencies and fire prevention officers within CAL FIRE to address law enforcement issues within the battalion. *Perform fire-cause inspections, prepare reports and gather evidence, take photographs, conduct interviews, and testify in court as required. Supports Vegetation Management Program (VMP) operations as directed, collaborating with the VMP coordinator to identify yearly fuels reduction projects. *Plans, organizes, and evaluates fire defense improvements within the battalion. Maintains fire gate and trail access, water systems, helispots, etc. *Coordinates with Unit Fire Prevention Specialist and staff to support education and community programs within the Battalion, attending and providing personnel and equipment for events. *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 3			
"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 _____	

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
(continued)	*Works directly with the Unit Area Foresters on pre and post inspections. *Maintains familiarity and stays up to date on changes in management procedures, laws, and rules affecting timber harvest operations. *Reviews timber harvest plans within the battalion. *Conducts forest practice inspections on active logging operations in the battalion. Studies forest insects, diseases, and methods, which can be directly applied towards prevention.
20%	*Directs emergency response activities on incidents in accordance with Incident Command System (ICS) and departmental procedures. *Completes fire suppression duties both within and outside the battalion, for state and county responsibility areas, and statewide. *Maintains working relationships with cooperating agencies involved in emergency response, including, but not limited to, Shasta County Sheriff's Office (SO), California Highway Patrol (CHP), United States Forest Service (USFS), National Park Service (NPS), Bureau of Land Management (BLM), City and District Fire Departments, County Departments, roads and highway departments, Office of Emergency Services (OES), etc.
10%	*Manages and maintains state and county fire stations and equipment, including planning for routine maintenance projects, minor repairs, and structural replacement. *Conducts yearly safety inspections on facilities within the battalion. *Responsible for the operation and maintenance of mobile equipment assigned to the unit; working closely with Forestry Equipment Manager to develop and implement a preventative maintenance program. *Conducts an administrative inspection on each vehicle for safety and maintenance standards in the battalion. *Monitors maintenance records for equipment and facilities. *Arranges for annual pump testing and safety inspections. *Ensure compliance with safety requirements for facilities, vehicles, and equipment. *Supports the Unit Safety Program.
10%	*Coordinates training with the Unit Training Officer for all permanent, seasonal, and volunteer personnel to develop the skills and knowledge necessary to successfully accomplish assigned duties. Arranges and participates in joint training exercises with other agencies. *Ensure all battalion personnel are compliant with yearly training mandates and follow the department's training and safety guidelines. *Maintains accurate training records and produces reports on training needs for the battalion. *Reviews injury and accident reports and recommends appropriate actions.
5%	*Manages the budget for Battalion I, ensuring costs stay within yearly limits by maintaining accurate files, generating reports, and forecasting expenditures. *Provides guidance to station and program personnel on budgets and spending, approves various expenditures, and communicates any large or unforeseen costs to management. *Forwards special repair requests to the unit and Capital Outlay Program Committee (CAP/COM) Coordinator.
5%	Completes other duties as required.
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Job qualifications and/or conditions of employment: [See page 3](#)

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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, the California Occupational Safety and Health Administration (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: **A two (2) year commitment to the employee's current assignment beginning on the date of appointment is required before becoming eligible to transfer. Maintains the Arduous Fitness Standard in accordance with department policy. May be subject to working nights, weekends, or holidays to complete duties.**

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Employee Signature

Date

Supervisor Signature

Date

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