

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Fire Prevention Battalion Chief	
		Division and/or Subdivision Southern Region / Madera-Mariposa-Merced 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 Mariposa	
		Class Title of Position Battalion Chief	
		Position Number 542-414-9723-009	
		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.		
30%	Under the general direction of the Assistant Chief with Diff. (Deputy Chief Community Risk Reduction), the Fire Prevention Battalion Chief is responsible for planning, organizing, directing, and evaluating the Madera-Mariposa-Merced Unit's Fire Prevention Bureau. The Battalion Chief provides strategic leadership for the Unit's Community Risk Reduction, Fire Prevention, Pre-Fire Planning, Defensible Space, Public Education, Wildfire Mitigation, and Good Neighbor Authority programs. The incumbent develops and implements policies, establishes program priorities, manages personnel and resources, and fosters partnerships with local, state, federal, tribal, and non-governmental organizations to reduce wildfire risk and increase community resilience. The Battalion Chief directly supervises the Fire Captain (Pre-Fire Engineer) and provides executive oversight of the Forestry Technician (Defensible Space Inspector) and Fire Prevention Specialist II through the established chain of command. The incumbent serves as the Unit's principal advisor on Community Risk Reduction and Fire Prevention matters, serves as the Unit's Qualified Entity Coordinator, and represents the Unit in interagency committees, public meetings, and collaborative planning efforts.		
25%	*Provides oversight of the Unit's Community Risk Reduction and Wildfire Mitigation programs to reduce wildfire risk and enhance community resilience. *Directs the development and implementation of the Unit Fire Management Plan, Community Wildfire Protection Plans (CWPPs), Firewise USA® Community Program, Fire Hazard Severity Zone initiatives, Good Neighbor Authority (GNA) projects, and other wildfire mitigation efforts. *Serves as the Unit Firewise USA® Coordinator and Unit Damage Inspection (DINS) Coordinator, ensuring program readiness, training, and coordination with local, state, federal, tribal, and community partners. *Coordinates grant-funded projects and strategic Community Risk Reduction initiatives while monitoring program performance and ensuring alignment with Department priorities and statewide Community Risk Reduction goals.		
	*Plans, organizes, directs, and evaluates all Fire Prevention Bureau programs and personnel. *Establishes annual goals and priorities, develops work plans, oversees budgets and expenditures. *Ensures compliance with Department policies, supervises personnel through the established chain of command, conducts performance evaluations, and promotes employee development. *Provides oversight of the Unit's scheduling program to ensure appropriate staffing, operational readiness, equitable workload distribution, and continuity of Fire Prevention Bureau operations. *Coordinates bureau activities with Unit leadership and provides recommendations to the Deputy Chief of Community Risk Reduction on strategic initiatives, staffing, and program improvements.		
	*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 <u>free from discrimination, harassment, inappropriate conduct, or retaliation.</u>			
Job qualifications and/or conditions of employment: The incumbent is 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.			
"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.

15%

*Provides administrative oversight of the Unit's Defensible Space, Home Hardening, and Fire Prevention programs. *Ensures compliance with Public Resources Code Sections 4290 and 4291, Assembly Bill 38, and Department policies. *Establishes annual inspection priorities, monitors program performance, reviews enforcement activities, evaluates inspection quality, and ensures consistent implementation throughout the Unit. *Provides strategic direction for defensible space inspections, home hardening education and assessments, ignition-resistant construction outreach, and homeowner compliance initiatives. *Supports the Fire Captain (Pre-Fire Engineer) in the daily administration of the program while promoting wildfire resilience through education, inspections, and enforcement.

15%

*Provides strategic leadership and oversight of the Unit's Public Education and Community Outreach programs. *Ensures the effective delivery of Fire Prevention Week activities, Volunteers in Prevention (VIP), Firewise USA® education and recognition efforts, Juvenile Fire Setter intervention, media relations, public information campaigns, school programs, community presentations, and partnerships that promote wildfire preparedness and prevention. *Represents the Department at public meetings and serves as a liaison with community organizations, elected officials, and cooperating agencies to advance Community Risk Reduction initiatives.

10%

*Responds to and directs activities on all wildland, structural fires, and other emergency operations where Battalion Chief coverage is required. *Assume a command role as necessary in both emergency and non-emergency situations and be able to respond as needed throughout the state to various types of incidents as needed. *Communicate and provide situational updates to the Unit Duty Chief, and or your supervisor as needed to meet policy and expectations. *Serves in Incident Command System (ICS) positions for which qualified and coordinates Fire Prevention Bureau support during emergency incidents, including post-incident Damage Inspection (DINS) operations and recovery efforts. *Ensures continuity of Community Risk Reduction, Fire Prevention, and public safety programs during periods of increased operational activity.

5%

Other duties as required.

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Employee Signature

Date

Supervisor Signature

Date

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Initials and Date