

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position South Division Field Battalion Chief	
		Division and/or Subdivision Sonoma-Lake-Napa 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 1199 Big Tree Road, St. Helena, CA 94574	
		Class Title of Position Battalion Chief	
		Position Number 542-114-9723-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.		
40%	Under the direction of the South Operations Assistant Chief, the Battalion Chief performs the following: *Supervises subordinate personnel, which includes assignment of work, training, safety, scheduling, evaluations, processing of grievances, discipline and other administrative duties. *Responsible for maintaining all necessary records, inventories, maps, files, etc. to properly administer the CAL FIRE and local government programs. *See that all reports, financial and personnel documents are submitted in a timely manner. Assures the proper operation of fire stations under their control.		
20%	*Responsible to assure all fires in their area are investigated to determine cause and origin and all fire laws violations will be evaluated and the proper enforcement action taken. As requested, provides an ongoing prevention program for all groups, schools and clubs. Works with local news media and supplies prevention literature to those who request it for distribution. *Supervises an inspection program, which includes the Public Resources Code and Health & Safety Code with regards to powerlines, dumps, equipment, camps and burning operations. *Annually prepares a unit district fire prevention plan and a unit district burning permit plan. *Reviews plans for subdivision, commercial developments and use permits to assure compliance with fire safety codes and ordinances.		
15%	*Responsible to take control of any fire within their area unless relieved of duty. *Responsible for the readiness and training of their subordinates in current firefighting techniques. *Maintains the county resource directory as it pertains to their area and has current knowledge of the equipment operated by the volunteer fire companies and fire districts. Maintains working knowledge in rescue and first aid.		
*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 2.			
"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			

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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10%	Works with landowners and managers to provide a coordinated effort in implementing the CAL FIRE resources program. Conducts vegetation management and range management burns. Provides information and referrals for specific resource programs.
10%	Works with volunteer fire companies to determine equipment and training needs. Coordinates fire training for volunteer fire companies. Assists volunteer fire companies with any problems they might have and coordinates their fire suppression activities. Promotes the CAL FIRE mission. Coordinates fire suppression, burning permits, administration and training with the other fire agencies in the county.
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 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: **Additional desirable qualification – Hazardous Materials Technical Specialist.** The incumbent will be required to perform duties for 2 years before being eligible for transfer. May be required to work nights, weekends, and holidays.

"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			