

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Defensible Space Inspection Battalion Chief (LT)	
		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 542-213-9723-907	
		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.		
45%	Under the direction of the Division Chief of Prevention, the Defensible Space Inspection (DSI) Battalion Chief (BC) assists in facilitating the law enforcement directives of the Shasta-Trinity Unit (SHU) Fire Prevention Program by providing oversight for the Defensible Space Program. The BC will support, supervise, and coordinate program operations and staff to accomplish unit Fire Prevention Plan goals that support the mission of the Department of Forestry and Fire Protection (CAL FIRE). *Coordinate the Defensible Space program at SHU in accordance with the unit fire plan developed by the Fire Prevention program. *Administer the Defensible Space program and supervise the DSI staff, directing both state and county employees in daily field operations, including oversight such as scheduling, evaluating performance, implementing processes to mitigate public complaints, etc. *Ensure all DSI records kept maintain compliance with applicable ordinances and laws relating to the program. *Educate and advise the Law Enforcement Fire Captain Specialist on the coordination of unit Defensible Space programs that include the following duties: inspection of powerlines, railroads, road and highway rights-of-way, construction projects; i.e., new powerlines, rubbish dumps, recreation areas, etc. in accordance with applicable 4290 and 4291 California Public Resource Codes. *Coordinate and attend meetings with unit battalion chiefs, public and private entities, and other agencies regarding the unit's Fire Prevention Plan to facilitate cooperation amongst all involved parties pertaining to the DSI program. *Conducts defensible space inspections in accordance with applicable Public Resource Code (PRC) and coordinates with field battalion chiefs to assist with inspections of problem fire areas. *Responsible for the oversight, management, development and implementation of the Shasta County Defensible Space Ordinance. *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 _____ Date _____		Supervisor Signature _____ Date _____	
Personnel use only ☐ Posted to Directory		_____ Initials and date	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Defensible Space Inspection Battalion Chief (LT)	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	*Coordinate with unit battalion chiefs and the Fire Captain Specialist to develop and implement plans for disseminating information and educating stakeholders on prevention, ensuring consistency with unit's Fire Prevention Plan. Track and monitor needs, coordinate, and provide training to ensure program staff maintain compliance with departmental standards, awareness of investigation processes, knowledge of updated information regarding engineering, and conformance with current policies and procedures, etc., as needed. *Establish and maintain working relationships with media outlets and provide support to liaisons and delegates with communication and outreach efforts.		
15%	Act as Relief Battalion Chief, assisting the unit Prevention Bureau with administrative duties and coordinating program operations in the absence of the unit Fire Prevention Battalion Chief. *Provide Battalion coverage within the unit. Coordinate and direct fire suppression activities within the unit and on incidents statewide as needed.		
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.			
*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: The incumbent must successfully complete Peace Officer Standards and Training (POST) certification and maintain status as a Department Public Officer or be enrolled in the POST Academy within one (1) year of appointment. May be required to work nights, weekends, and holidays. Limited-term (LT) appointments may extend up to 24 months pending budget approval and renewal of contract funding.			
"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			