

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position BATTALION CHIEF – FIRE CONTROL	
		Division and/or Subdivision SACRAMENTO HQ/FPP/TRAINING CENTER	
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 IONE – AMADOR COUNTY	
		Class Title of Position BATTALION CHIEF	
		Position Number 542-029-9723-502	
		Effective Date 9/2/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	Under the general direction of the Assistant Chief, Fire Training, the Battalion Chief is responsible for the coordination and oversight of all CFTC Fire Control staff and training programs. Duties include but, are not limited to the following: Coordinate with other battalions in regards to scheduling and curriculum. *Verify training curriculum is accurate and current in accordance with departmental policies, procedures, and other mandates. *Research, develop, and update lesson plans, handouts, and examinations for Fire Control courses cadres, training classes and field presentations. *Evaluate student performance. *Administer performance tests when needed. *Direct and evaluate adjuncts, Assistant Instructors during their assignments, performance testing, and drills. *May be required to perform Duty Coverage for the Training Center. *Teach and provide classroom instruction and field instruction of Fire Control related subjects.		
25%	*Direct and evaluate the performance of Fire Captain(s) in the delivery of classroom and field instruction. *Assist in performing other assignments including coordination of facilities, testing, student needs, equipment issuance, facilities maintenance, and physical training.		
10%	*Work with other Fire Control staff to ensure any disciplinary actions, injury, illnesses, counseling and other issues related to the students, adjuncts, Assistant Instructors in the Fire Control classes are handled in a professional and timely manner.		
5%	*Receive training in job-related areas including instructional methods, Fire Control, supervision leadership, and mobile equipment utilization and any topics needed to maintain readiness and qualifications to teach in the Fire Control or respond to emergency incidents. *Maintain readiness and qualifications to respond to emergency incidents. Respond to incidents when assigned.		
5%	*Travel between Training Centers to perform instructional and supervisory responsibilities in support of Fire Control.		
*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			

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Working Title of Position
BATTALION CHIEF – FIRE CONTROL

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

5%

Maintain readiness and qualifications to respond to emergency incidents. Respond to incidents when assigned.

*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 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, CalOSHA 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. Duties involve field work requiring physical performance calling for above-average ability, endurance, and superior condition, including occasional demand for extraordinarily strenuous activities in emergencies, under adverse environmental conditions, and over extended periods of time; requires running, walking, difficult climbing, jumping, twisting, bending and lifting over 25 pounds; and the pace of work is typically set by the emergency situation. The incumbent to this position shall be retained for not less than a two-year commitment starting on the date of the appointment. Any lesser commitment shall be approved by the supervisor to the incumbent.

"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