

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position BATTALION CHIEF - TRAINING	
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.		Division and/or Subdivision SACRAMENTO HQ / FPP / TRAINING CENTER	
		Location of Headquarters SHASTA - SHASTA COUNTY	
		Class Title of Position BATTALION CHIEF	
		Position Number 542-029-9723-013	
		Effective Date 9/3/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the direction of the Assistant Chief, CAL FIRE Redding Training Center Administrator, the Battalion Chief is responsible for the organization, and management of the activities of the CAL FIRE Redding Training Center. Duties include, but are not limited to the following: *Coordinate various Fire Control Training courses at the Redding Training Center. *Verify training curriculum is accurate, current, and in accordance with departmental policies and procedures, State Fire Training, and other mandates. *Assist with the scheduling, curriculum, and standards development for Fire Control training. *In conjunction with the Fire Control Support Division, research, develop, and update student materials, handouts, and examinations for Fire Control training. *Evaluate student performances. *Provide Fire Control classroom and field training instruction as required. *Participate in the Training Centers physical fitness program and assist in the delivery of the student Physical Training program.		
25%	*Coordinate with all Training Centers, and cooperating agencies and partners to facilitate the effective use of the facilities, student testing and needs, equipment issuance, facilities maintenance, physical training, and mobile equipment. *Coordinate, oversee, and direct students and assistant instructors for the Fire Control Training Program during their assignments, performance testing, and drills. Assist in identifying and scheduling guest instructors for Fire Control training. *Ensure Injury and Illness Prevention Program and State Compensation Insurance Fund records are current and that all associated training is conducted in a safe manner. *Upon report of an injury or illness of a student, ensure all required paperwork has been provided within the appropriate timeframe and that the Injury Assessment and Prevention System has been updated.		
15%	*Supervises personnel, and provides leadership, direction, support, coaching, and mentorship as needed to develop and enhance personnel, while providing a diversified, equitable, and inclusive working environment. *Complete and discuss Individual Development Plans, Probationary Reports, and Annual Performance Evaluations with employees. *Approve timesheets in ePay. *Update daily schedules and overtime in the scheduling system.		
	*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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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
10%	*Approve Purchase Orders in the Financial Information System for California for the Redding Training Center. *Ensure Redding Training Center's procurement cards are up to date and the rules, regulations, and procedures are followed.		
5%	*Complete ongoing job-related training, including instructional methods, fire control, supervision, and mobile equipment utilization as assigned. *Maintain readiness and qualifications to respond to emergency incidents. Respond to incidents when assigned.		
5%	*Travel between Training Centers as needed to perform instructional and supervisory responsibilities. Assist with the coordination, planning, and support of Fire Control Training and the various Training Center locations as needed.		
5%	*Perform personnel management tasks, record keeping, writing, and submitting reports as required. *Attend meetings and complete special projects as requested. *Other job-related duties as assigned.		
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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	