

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief – West Division Relief	
		Division and/or Subdivision Northern Region/ Tehama Glenn 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 Red Bluff, Ca	
		Class Title of Position Battalion Chief (Nonsupervisory)	
		Position Number 542-215-9723-016	
		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.		
20%	Under the general direction of the Assistant Chief (Supervisory) the field Battalion Chief is responsible for coordinating and managing all activities within the battalion. Personnel *Responsible for the supervision of Fire Captains, Fire Apparatus Engineers, and the Volunteer program(s) within the battalion. *Responsible to develop and maintain a balanced duty schedule showing days off, vacations, holidays and authorized overtime within the battalion. *Complete reports of performance on all Fire Captains and reviews reports of performance on all Fire Apparatus Engineers and Fire Fighters. *Must review all sick leave or absence requests, time slips and travel expense claims, and signs/process such forms as required. *Ensure review of policy and adherence to policy is a standard for all personnel.		
20%	Emergency Response *Responsible for the overall fire control for state/county in the area of responsibility. *Attend those fires that are necessary for a chief officer or administrator. *Respond to fires outside the battalion as required for battalion coverage. *Respond as required to state fires throughout the county and the State of California. *Is responsible for maintaining a good working relationship with neighboring fire agencies that we may be involved with during emergency incidents. *Responsible for the overall control of medical aids and other emergencies within the battalion's area of responsibility.		
15%	Administration *Provide guidance to develop and administer volunteer companies as necessary. *Ensure that volunteer companies are active, qualified and efficient. *Coordinate fire department programs requiring close working relationships with city/county and elected officials. *Analyze directives and disseminate information to station personnel. *Prepare special reports for headquarters as required. *Conduct administrative inspections of all stations, noting conditions of the physical plans, training records, issuance, etc. *Facilitate mutual aid programs with cooperative emergency agencies and other federal and local fire agencies. *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: Position may require a two (2) year commitment. May be assigned duties on incidents statewide. Must be able to make decisions under stressful conditions. Must be able to multi-task. 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 _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only ☐ Posted to Directory		Initials and date _____	

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15%

Finance

*Responsible for approving expenditures within the battalion. *Submit items for budget, both new and replacement. *Authorize emergency expenditures and approve requisitions for materials in the battalion within county and state policies. *Administer the financial program of the battalion, based upon county or other agreements. *Arrange for annual inventory inspections in coordination with the Service Center and provide accountability for all state/county property and equipment in the battalion. *Monitor all property and equipment in the battalion for conditions and maintenance and maintains records of same. *Arrange for replacement of property and equipment through channels when needed.

15%

Training

*Responsible for arranging training of all personnel, both paid and volunteer, in skills and knowledge necessary to successfully accomplish their tasks. *Responsible for conducting multi-company drills with personnel in the battalion that will successfully accomplish the goals and objectives as set for emergency operations with the battalion. *Responsible for arranging training sessions of personnel in hospitals, schools and public groups as requested. *Responsible for attending training sessions that will provide a greater knowledge to accomplish the supervision of emergency incidents in a very professional manner. *Responsible for the accuracy of training records and reports of the battalion.

10%

Maintenance

*Responsible for the management and maintenance of State and County Fire stations. *This includes planning for routine maintenance projects, minor repair, as well as planning for structural replacement. *Responsible for the operation and maintenance of mobile equipment assigned to the Battalion; works closely with Forestry Equipment Manager to develop and implement a preventative maintenance program. *Responsible for the administration of the County Automotive Preventative Maintenance Program within the battalion. *Provide an administrative inspection for each vehicle for safety and maintenance standards in the battalion. *Monitors all maintenance records. *Coordinate with the automotive mechanic on repairs of equipment. *Arrange for annual pump testing and safety inspections with automotive mechanics.

5%

Other duties as assigned

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Employee Signature

Date

Supervisor Signature

Date

Personnel use only

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Initials and Date

Working Title of Position
Battalion Chief – West Division Relief

Percentage of Time
Required

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

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 for the job, 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 tests.

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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