

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief- North Division	
		Division and/or Subdivision Nevada Yuba Placer 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 Smartsville	
		Class Title of Position Battalion Chief	
		Position Number 542-216-9723-017	
		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.		
30%	Under the direction of the North Division Assistant Chief, the Battalion Chief – North Division is responsible for coordinating and managing all activities within Battalion 16 at the Nevada-Yuba-Placer Unit (NEU). This individual is expected to implement, adhere to, and enforce all Department of Forestry and Fire Protection (CAL FIRE) policies and procedures.		
20%	*Provides scheduled Chief Officer coverage for field battalions, providing first-line supervision to fire station managers and staff within Battalion 16. *Follows personnel management practices in compliance with department/state policy to ensure the maintenance of an effective workforce. * Approves timesheets, creates staff schedules, and completes performance reports to monitor development and maintain discipline of staff, ensuring the completion of employee probationary reports and individual development plans. *Keeps records and performs disciplinary action as needed. *Creates and reviews month-end reports and CAL FIRE Incident Reporting System (CALFIRS) reports and conveys data to management. *Prepare special reports for headquarters as required. Responds to local emergencies as an initial and/or extended attack Incident Commander and other duties as required to support Unit operations.		
15%	*Coordinates local fire department programs by collaborating with city/county/district elected officials and maintaining close working relationships. *Analyzes directives and disseminates information to station personnel. *Facilitates mutual aid programs with cooperative emergency agencies and other federal and local fire agencies. *Provides education and enforcement of Public Resource Code (PRC) 4290 and 4291 on behalf of the state. *Conducts general inspections and Project Type Burn Permit inspections and provides approvals.		
	*Responsible for the management and maintenance of state and district fire stations. *Plans and facilitates routine maintenance projects and minor repairs. *Responsible for the operation and maintenance of mobile equipment assigned to the battalion. *Provides an administrative inspection for each vehicle and facility for safety and maintenance standards in the battalion.		
	*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: This position requires a two-year commitment. May be subject to working nights, weekends, or holidays to complete duties.			
"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.
15%	*Responsible for budget tracking within the battalion. *Obtains and provides approvals for battalion expenditures. *Collects, audits, and maintains payment and purchase documents. *Authorizes emergency expenditures and approves requisitions for materials in the battalion in accordance with state policies. *Administers the financial program of the battalion, based upon county or other agreements. *Arranges for annual inventory inspections in coordination with the Service Center and provides accountability for all State and District property and equipment in the battalion. *Monitors all property and equipment in the battalion to assess conditions and determine maintenance needs. *Arranges for replacement of property and equipment through appropriate channels when needed. *Responsible for providing or arranging training of all personnel and volunteers at all stations within the battalion. *Responsible for conducting multi-company drills with personnel in the battalion that will successfully accomplish the goals and objectives as set for emergency operations. *Regularly attends training sessions that will provide greater knowledge to accomplish the supervision of emergency incidents in a very professional manner. *Maintains accurate training records and creates reports on training needs of the battalion. Participate in wildland fire suppression and other emergency operations. Respond to emergency incidents as required per Department policy. *Maintain proficiency, qualification, and experience standards in accordance with applicable laws, rules, and departmental policy. Other duties as assigned. 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.
10%	
5%	
5%	

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Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
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