

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) PAGE 1 of 2		Working Title of Position Division Chief	
		Division and/or Subdivision Pilot Rock Fire 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 San Bernardino-Inyo-Mono Unit (BDU)	
		Class Title of Position Assistant Chief	
		Position Number 542-334-1039-005	
		Effective Date 8/26/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
	I. DEFINITION Under the direction of the San Bernardino-Inyo-Mono Unit Assistant Chief with Differential (Unit Deputy Chief-Operations), the Assistant Chief (Division Chief) is in charge of and responsible for the work and training programs in fire suppression, forest improvement, pre-fire suppression, hazard reduction, and contracted work projects for the Pilot Rock Fire Center.		
35%	II. DUTIES As the Assistant Chief (Division Chief) of the Pilot Rock Fire Center, the duties and responsibilities include, but may not be limited to:		
	A- Administration *Supervises and manages all CAL FIRE responsibilities and involvements within the Pilot Rock Fire Center involving personnel and infrastructure. *Works directly with the National Forest and San Bernardino County Flood Control. *Administers the CAL FIRE program at Pilot Rock Fire Center by interpreting and applying CAL FIRE policies and standards. *Manages both the personnel and operating budgets for the fire center. *Will have Unit Duty Chief coverage to maintain staffing and resource levels in the Unit.		
20%	B- Personnel *Provides supervision for Battalion Chiefs, Fire Captains, Fire Apparatus Engineers, Analyst I, Forestry Logistics Officer I, Stationary Engineer, Supervising Cook I, Cook Specialist IIs, Cook Specialist Is, Food Service Technician I, and Fire Fighter Is. *Sets goals and objectives for employee's annual performance evaluation. *Coordinates training and safety programs. *Be familiar with employee Memorandum of Understandings (MOU's) of assigned personnel.		
	*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: Maintains the Arduous Fitness Standard in accordance with Department policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. May be subject to working nights, weekends or 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%	1. *Maintains duty schedules and applicable overtime rotation list for all permanent employees keeping vacation and holiday balances to acceptable standards. 2. *Counsels and help solve employee problems. 3. *Works with representatives of employee groups in problem solving. 4. *Approves Merit Salary adjustments. 5. *Completes performance evaluation reports for all employees. 6. *Reviews attendance reports, absence requests, and expense claims. 7. *Maintains accurate records to indicate qualifications, training, licenses required and performance levels.
15%	C- Fire Control *Maintains personal readiness to respond to fire control assignments in those categories of qualification. *Serves as Agency Representative on fire and other emergency incidents to which CAL FIRE hand-crews or other resources have been deployed. *Ensures that all CAL FIRE personnel are properly trained and ready to accept emergency assignments.
10%	D- Facilities Maintenance *Coordinates maintenance program that assures all California Occupational Safety and Health Act (CAL-OSHA) compliance and continued trouble-free operation of all facility systems including electrical, natural gas, water, heating, cooling and sewer. *Plans and supervises special repair projects and minor construction.
5%	E- Material Management *Has overall responsibility for the material management program including acquisition, use, storage, control, and replacement of property. *Establishes and maintains equipment complements. *Understands and complies with purchasing policies, procedures, and limits. G- Other duties as required. *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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