

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief – South Operations	
		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 Colfax	
		Class Title of Position Battalion Chief	
		Position Number 542-216-9723-008	
		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 Division Chief of South Operations, the Battalion Chief (BC) oversees and is responsible for the administration of activities in the Colfax Battalion for the Department of Forestry and Fire Protection (CAL FIRE).		
30%	*Provides scheduled Chief Officer coverage for field battalions, providing first-line supervision to fire station managers and staff within Battalion 13. *Follows personnel management practices in compliance with department/state policy to ensure the maintenance of an effective workforce. *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.		
20%	*Directs wildland fire control operations for the Colfax and Alta Stations in Battalion 13, implementing procedures that hold structural and wildland fire losses to a minimum. *Develops mutual aid plans with cooperating fire protection agencies to protect life and property in the event of a natural disaster or other emergency situations. *Assists in formulating unit operational plans, updating policies, and ensuring staff act in compliance with these. *Coordinates and/or provides training to staff on fire crews, enabling them to fight fires efficiently and safely.		
	*Directs the fire prevention program for the Colfax Battalion, including assisting with the preparation and administration of the Battalion's fire prevention plan. *Ensure staff and operations are compliant with forest and fire laws. *Coordinate with local fire districts to develop and administer fire permits. *Represents the department when attending civic affairs or education/outreach events, providing information and education on fire prevention and conservation. *Conducts inspections on properties, facilities, and equipment to ensure safety and compliance with fire prevention laws. *Makes recommendations and participates in the implementation of fire defense improvements by conducting regular inspections.		
	*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. Successful completion of Peace Officer Standards and Training (POST) certification and status as a Department Public Officer is desired.			
"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%

*Supervises Placer County Fire Department operations in the battalion and acts as the Colfax City Fire Chief. Works with fire districts and volunteer companies to provide training, administration advice, and counseling.

5%

Completes other duties as required.

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.

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Employee Signature

Date

Supervisor Signature

Date

Personnel use only

☐ Posted to Directory

Initials and Date