

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Fire Prevention Battalion Chief	
		Division and/or Subdivision Shasta-Trinity 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 Redding	
		Class Title of Position Battalion Chief	
		Position Number 542-213-9723-017	
		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.		
40%	Under the direction of the Prevention Division Chief, the Fire Prevention Battalion Chief (BC) administers and coordinates the Shasta-Trinity Unit's (SHU) Fire Prevention Program, by administering programs to support attaining the Unit's Fire Prevention Plan goals. *Maintains fire prevention coverage and responds to fires within the unit. *Coordinates and administers the unit Fire Prevention Program and Civil Cost Recovery Program in accordance with the unit's Fire Plan. *Prepare annual SHU Fire Prevention Program Budget. *Maintains accurate records of ignition analysis data for reporting in compliance with departmental procedures. *Conducts investigations for all types of fires, reviewing damages and processing correspondence regarding damage or loss to state properties. *Conducts inspections in accordance with Public Resource Code (PRC) 4290 and 4291 in areas such as defensible space, and coordinates with field battalion chiefs to assist field personnel with inspections of problem fire areas. *Assists in the supervision and direction of the Prevention Fire Captains and the Fire Prevention Specialist II, encouraging achievement of programmatic and departmental goals through the enforcement of forest and fire laws in conformance with regulations and other statutes. Supervises Defensible Space Inspection staff in absence of the Defensible Space Inspection BC. *Coordinates staff completion of essential prevention duties per the unit Fire Prevention Plan, such as conducting inspections of powerlines, railroads, road and highway right-of-ways, construction projects; i.e., new powerlines, rubbish dumps, recreation areas, etc. *Conducts internal investigations as assigned in a timely and professional manner, while ensuring compliance with Peace Officer Bill of Rights, Firefighter Bill of Rights, and Bargaining Unit Memorandum of Understanding Rights. *Acts as a subject matter expert (SME), providing technical direction to field personnel engaged in fire investigations. *Coordinates and attends meetings with unit battalion chiefs, public and private entities, and other agencies regarding the unit Fire Prevention Plan. *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 3			
"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 _____			

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

30%	*Assist Training Bureau with fire investigation training for Shasta County Fire Department. *Oversee Department of Motor Vehicles (DMV) Pull Notice program and ensure prompt communication with field personnel regarding driver's license status and related issues. *Participate in monthly Shasta Arson Taskforce meetings and other law enforcement related meetings relevant to SHU.
15%	*Coordinate with unit battalion chiefs and the Fire Captain Specialist in Prevention to develop and implement plans for disseminating information and educating stakeholders on prevention, ensuring consistency with unit's Fire Prevention Plan. Track and monitor needs, coordinate, and provide training to ensure program staff maintain compliance with departmental standards, awareness of investigation processes, knowledge of updated information regarding engineering, and conformance with current policies and procedures, etc., as needed. *Establish and maintain working relationships with media outlets and provide support to liaisons and delegates through communication and outreach efforts. *Creates and implements a process to ensure the Fire Information Center is open, accessible, and adequately staffed when an incident of interest to the public and/or media occurs in the unit. *Review news release bulletins and communicate with media outlets.
10%	*Provide Battalion coverage within the unit. Coordinate and direct fire suppression activities within the unit and on incidents statewide as needed. *Maintain cooperative relationships with stakeholders, including allied agency peace officers, judges, and the District Attorney's staff. Assist allied law enforcement agencies as needed. *Ensures enforcement of the Unit Fire Plan.
5%	Other duties as required.
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Job qualifications and/or conditions of employment: [See page 3](#)

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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.

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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Job qualifications and/or conditions of employment: **Completion of Peace Officer Standards and Training (POST) certification and status as a Department Public Officer or sworn Peace Officer in good standing is desired for this position. The department may require two (2) years of service starting on the date of appointment in the employee's current assignment before eligibility for transfer. 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

Date

Supervisor Signature

Date

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Initials and Date