

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Battalion Chief	
		Division and/or Subdivision Motherlode 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 Tuolumne-Calaveras Unit	
		Class Title of Position Battalion Chief	
		Position Number 542-418-9723-002	
		Effective Date 09/01/2026	
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 Assistant Chief (Assistant Chief – Tuolumne-Calaveras Fire Centers), the Battalion Chief provides first line supervision of the CAL FIRE staff at Motherlode Fire Center. *Provides relief coverage for various Unit Battalions as necessary. Duties include but not limited to the following: *Administration: *Responsible for the supervision and evaluation of all uniformed and non-uniformed personnel assigned at Motherlode Fire Center. *Responsible for the coordination, planning, developing, implementing, and evaluating of staff assigned to the Fire Center. Assures that all work for Federal, State and Local agencies or private property owners, is conducted within policy and department procedures and that the projects and personnel are working in close cooperation with other program management within the Unit including Administration, Resource Management, Pre-Fire Division, ECC and the Training Bureau. *Ensures that all work project binders and personnel performance reports are completed accurately and timely. *Ensures all CAL FIRE personnel are following all applicable MOU's, Policies/Procedures and Handbooks. *May assist in the annual update/review of the Motherlode Fire Center Operation Guide.		
25%	*Personnel Supervision: *Organize, direct, control and evaluate the performance of assigned subordinate personnel. Maintain discipline; enforce policy and procedure and initiate disciplinary action as appropriate. *Set examples of proper conduct and motivate subordinate employees to improve performance. *Analyzes directives and disseminates information to fire center personnel. *Administers' daily duty schedule for all assigned permanent employees. *Counsels employees and makes referrals to the Employee Assistance Program as necessary. *Reviews attendance reports, absence requests and travel expense claims for accuracy. *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: *Nights, Weekend, Holiday and Rotating shifts may be required 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 the incumbent to be annually medically cleared to be fit-tested for respiratory protection equipment. Battalion Chief shall be within 30 minutes of battalion during required standby/on call hours.			
"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 _____	

Working Title of Position
Battalion Chief

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

15% Perform or oversee completion of the following: *Provide guidance and consultation to supervisors and managers regarding the injury and illness prevention plans (IIPP). *Review all IIPP manuals in TCU Fire Centers. *Provide safety training to the Unit Fire Center Personnel. *Participate in serious accident and injury investigations involving Unit Fire Centers. *Represent the Unit Fire Centers during CAL OSHA investigations/inspections. *Conduct annual facility inspections of Unit Fire Centers. *Keep the Unit Fire Centers apprised of all safety communications. *Schedule and facilitate all Unit Fire Center Facility Safety Inspections.

15% ***Emergency Responsibilities:** *Responds to and provides Incident Command at Unit wildland and structural fires and other "all risk" emergency operations where Unit Battalion Chief response is required. *Maintains working relationships with other agencies involved in emergency response including, but not limited to local government fire agencies, law enforcement agencies, BLM, USDA Forest Service, County and State roads and highway departments, State Parks, Office of Emergency Services, etc. as well as private timber and ranch landowners. *Responds to wildland fires and other "all risk" emergency incidents throughout the state in positions listed in the Unit Emergency Response Directory as part of the Incident Command System.

5% Other duties as required.

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Employee Signature
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Supervisor Signature

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