

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Aerial Supervision Operations	
		Division and/or Subdivision Fire Protection, Air Operations	
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 Sacramento, CA	
		Class Title of Position Battalion Chief	
		Position Number 542-068-9723-017	
		Effective Date 12/1/2026	
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 Air Operations Fixed Wing Assistant Chief (Division Chief), the Aerial Supervision Operations Battalion Chief is responsible for oversight and support of various Aerial Supervision Operations programs, projects, and assignments. The incumbent will work collaboratively with the California Department of Forestry and Fire Protection (CAL FIRE) Aviation Program and other department offices and programs to ensure CAL FIRE's Aviation Program is administered and performs at the highest levels within the direction and vision of the department. Incumbent Aerial Supervision Ops Battalion Chief will perform the following duties and responsibilities.		
25%	*Staff CAL FIRE Aviation program aircraft, including Aerial Supervision Module (ASM) aircraft, Lead Plane (LPIL) training aircraft, Air Tactical Group Supervisor (ATGS) training aircraft, Helicopter Coordinator (HLCO) training aircraft, and Night Helicopter Coordinator aircraft. When staffing ATGS and HLCO training aircraft, the incumbent will serve as the Field Training Officer (FTO) and /or the Final Evaluator (FE) commensurate with the individual's qualifications.		
	*Oversee and participate in various agency and interagency committees, working groups, and training cadres at state and national levels; collaborate and liaise with cooperators, allied agencies, stakeholders and industry on aviation-related interests. Host and attend meetings, lead specialized projects, and manage assigned program tasks. The Aerial Supervision Operations Battalion Chief collaborates with Air Operations Program staff in facilitating program direction and ensure effective oversight of Aerial Supervision Operations. *Provide oversight of Air Base Operations, Aerial Supervision, act as a Subject Matter Expert (SME) for Fire Traffic Area (FTA) procedures, Air Tactical Group Supervisor (ATGS) Field Training, air space coordination, Fixed Wing Pilot orientation, and participate in cadres and working groups.		
	*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 2.			
"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			

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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..		
25%	*Provide statewide program operational and functional oversight in coordination with the Aviation Program, Region and CAL FIRE Units; perform statewide contracts, agreements, and policy oversight applicable to CAL FIRE's Aviation Program; oversee curriculum and procedure reviews, development and implementation; conduct research, evaluate and implement a variety of emerging or advanced technologies and operational capabilities; manage data and accountability systems; facilitate administrative processes, perform analysis, prepare reports, presentations and provide briefings to various levels of leadership and entities; conduct operational and administrative reviews. *Assist CAL FIRE's Wildland Fire Chemical program with Programs, Regions, and Units. *Make recommendations to Department for types of chemicals, and effective ground use and application of Wildland Fire Chemicals. *Responsible to assure that CAL FIRE's Wildland Fire Chemicals are tested according to accepted industrial and environmental standards.		
10%	*Statewide Air Tactical Group Supervisor (ATGS) field relief coverage as required.		
5%	*Perform as an aviation subject matter expert and liaison with other department offices and programs; assist with Serious Accident Review Team (SART) investigations and Occupational Safety & Health Administration (OSHA) inquiries.		
5%	Other job-related duties as assigned.		
<u>Desirable Qualifications:</u> Desirable qualifications and experience include aviation operational assignments and National Wildfire Coordination Group (NWCG) or CAL FIRE aviation qualifications, and cadre involvement. Aerial supervision operational experience to include Air Attack Base Manager, Air Attack Base Battalion Chief, Aerial Supervision Module, ATGS Field Training Officer (FTO) and/or Final Evaluator (FE), Helicopter Coordinator (HLCO), Helitack, Military and UAS operational experience. *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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Job qualifications and/or conditions of employment: The Aerial Supervision Operations Battalion Chief is required to have an Air Tactical Supervisor (AITS) qualification with current requirements at time of hire. Standard duties will be performed from an assigned office, on a standard MOU Battalion Chief shift pattern, including frequent multi-day travel assignments across the state or nationally and occasional remote assignments for up to two weeks at a time; personnel shift schedules and assignments may be adjusted to support program need, staff aviation resources or Incident Command System (ICS) positions and include night shift assignments supporting Night Vision Goggles (NVG) and Unmanned Aerial Systems (UAS) operations, and various aviation ICS functions. Maintain required certifications and qualifications in accordance with Department policy. Responds to and performs fire suppression or other incident management duties and emergency operations in locations throughout the state or nation as assigned. 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. The incumbent to this position shall be retained for not less than a two-year commitment starting on the date of the appointment. Any lesser commitment shall be approved by the supervisor to the incumbent.			
"We have discussed this document in its entirety and understand the duties of this position."			
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