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| STATE OF CALIFORNIA<br>DEPARTMENT OF FORESTRY AND FIRE PROTECTION<br><b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b><br>PO-199 (06/16)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Working Title of Position<br><b>Battalion Chief</b>      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Division and/or Subdivision<br><b>Nevada-Yuba-Placer</b> |  |
| 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<br><b>Truckee</b>               |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Class Title of Position<br><b>Battalion Chief</b>        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Position Number<br><b>542-216-9723-003</b>               |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                          |  |
| 25%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Under the direction of the East Operations Division Chief, the Battalion Chief has charge of and is responsible for the administration and activities of Battalion 15 at the Nevada-Yuba-Placer Unit (NEU) within the Department of Forestry and Fire Protection (CAL FIRE). Area of responsibility may be considerably larger than the assigned battalion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                          |  |
| 25%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | *Work directly with agencies to develop and maintain Amador and Watershed contracts within the battalion and assist with the administration of these contracts as directed. *Supervise and coordinate activities of subordinate personnel to achieve goals of the department and programs developed under contracts. *Develop and maintain positive relationships and coordination with all elected officials and staff related to unit contractual agreements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | *Directs fire control activities for the Truckee Battalion (Battalion 15). *Coordinate efforts to hold structural and wildland fire losses to a minimum and reduce needs for facility improvements. *Develop automatic aid agreements and mutual aid plans with contiguous cooperating fire protection agencies, ensuring preparedness and capability to assist in the protection of life and property in the event of a natural disaster and other emergency situations. *Develop and maintain positive cooperative working relationships with all contiguous fire protection agencies by attending meetings, drills, and activities. *Schedule and attend pre-fire season meeting with contiguous fire agencies to review command and control, and operational procedures. *Assist in the development of policies, procedures, and operational plans of the unit. *Ensure fire crews are equipped and trained to perform duties effectively and safely. |                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | *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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                          |  |
| <b>Equal Employment Opportunity (EEO) Statement:</b> 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: <a href="#">See page 3</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                          |  |
| "We have discussed this document in its entirety and understand the duties of this position."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                          |  |
| Employee Signature _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Date _____                                               |  |
| Supervisor Signature _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Date _____                                               |  |
| Personnel use only <input type="checkbox"/> 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% \*Direct the fire prevention program for the battalion. \*Enforce forest and fire laws by citing violations which occur. \*Develop and administer a fire permit plan in conjunction with surrounding fire protection agencies. \*Assist in the planning, organizing, and representation of the department at public meetings, civic affairs, and in fire prevention and conservation education programs. \*Prepare, maintain, and implement all the components of the battalion's fire prevention plan. \*Inspect properties and equipment for compliance with fire prevention laws. \*Plan, construct, and maintain fire defense improvements in coordination with cooperating agencies and groups. \*Actively participate in Fire Safe Councils and forums within and adjacent to battalion.

10% Monitor and provide personnel training as required. \*Facilitate staff adherence to department fitness standards ensuring capability to accomplish duties in a safe and effective manner. \*Follow all department policies, procedures, and timelines related to personnel management.

10% \*Ensure battalion operations are maintained. \*Develop an annual work plan with goals and objectives for each work site and program within the battalion. \*Plan, coordinate, and implement project work to be accomplished by the conservation camp program. \*Ensure facilities and equipment are maintained; maintenance and minor construction activities are being carried out; and preventative maintenance and minor repairs of assigned mobile equipment are carried out and kept in a high state of readiness.

\*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: [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

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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5%                          | *In coordination with the unit's Resource Management staff, provide counsel and assist landowners and operators in good forest and range management practices while providing a fire safe and defensible landscape. *Develop and conduct vegetation management projects to meet objectives and goals of the department in compliance with policies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5%                          | *Develop and implement the battalion's safety program based on the California Division of Occupational Safety and Health (Cal/OSHA) regulations, the National Fire Protection Association (NFPA) standards, and department policies and procedures. *Directly participate in facility and equipment safety inspections. *Exhibit, teach, and enforce a positive attitude and a high standard of safety.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 5%                          | Performs other duties as requested and/or required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                             | <p>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.</p> <p>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.</p> <p>*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.</p> |

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Job qualifications and/or conditions of employment: **The position may require a two (2) year commitment 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 to complete duties.**

"We have discussed this document in its entirety and understand the duties of this position."

|                                                                 |               |                               |               |
|-----------------------------------------------------------------|---------------|-------------------------------|---------------|
| _____<br>Employee Signature                                     | _____<br>Date | _____<br>Supervisor Signature | _____<br>Date |
| Personnel use only <input type="checkbox"/> Posted to Directory |               | _____<br>Initials and Date    |               |