STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

**POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT**

PO-199 (06/16)

Working Title of Position
Battalion Chief – Fire Prevention

Division and/or Subdivision
CNR/Mendocino 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
17501 N Highway 101 Willits, CA

Class Title of Position
Battalion Chief

Position Number
542-113-9723-001

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. |
|---|---|
| | Under the direction of the Deputy Chief Operations - Unit Prevention Supervisor, the Battalion Chief is responsible for planning, organizing, directing, and controlling the Fire Protection Planning and Fire Prevention programs within the Unit. Specific duties and responsibilities include the following: |
| 45% | *Supervises the work of Fire Captains, Fire Prevention Specialists II, Forestry Technicians, and Forestry Aides. *Serves as the Unit's Chief Law Enforcement Officer. *Arranges for qualifying training for the Unit's Peace Officers, researches criminal law, provides extended training of Unit Peace Officers, prepares or directs the preparation of law enforcement operation plans, and plans and directs follow-up investigations of complex criminal activities. *Coordinates, makes critical decisions, and pursues civil and criminal actions to support the Unit's Suppression Cost Recovery program. *Initiates all civil actions. *Maintains cooperative relationship with local, state, and federal law enforcement agencies. *Maintains fire prevention coverage and responds to fires, conducts fire investigations for State Responsibility Area (SRA) fires, as well as provides technical direction to field personnel engaged in fire investigation. |
| 20% | *Reviews all matters relating to Public Resource Code 4290 and fire safe planning within the Unit. *Coordinates all planning activities with Unit staff, local, and state government entities, private industry, and citizen groups. *Attends County Planning Commission meetings and any Board of Supervisor meetings that deal with land use issues regarding fire safe matters. |
| 10% | *Develops the Unit Ignition Management Plan in cooperation with the field Battalion Chiefs and the Vegetation Management Coordinator. *Plans, organizes, directs, and controls the Fire Protection Planning and Fire Prevention programs within the Unit. |
| 10% | *Develops and maintains special procedures for periods of extreme fire danger and acts as the Unit Red Flag Coordinator. Maintains the Unit's burning permit policy. |
| | *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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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
**POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT**
PO-199 (06/16) - **PAGE 2**

Working Title of Position
Battalion Chief – Fire Prevention

| Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. |
|---|---|
| 5% | *Directs the policy and maintenance of the Unit's public relations program to educate the public in the safe use of fire through the news media, community service clubs and organizations, exhibits, displays, and programs including the Unit's Team Teaching and Volunteer in Prevention programs. |
| 5% | *Provides field Battalion Chief coverage for the Unit. Responds to emergency incidents as needed. |
| 5% | Other class related 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 tests. |
| | 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 |
| | *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: Position may require a 2-year commitment. Peace Officer status is required as a condition of appointment and continued employment. May be subject to working nights, weekends, or 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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