STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

**POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT**

PO-199 (06/16)

Working Title of Position
Battalion Chief – Toro Fire Center / Vegetation Management Program

Division and/or Subdivision
Southern Region - SLU

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
San Luis Obispo

Class Title of Position
Battalion Chief

Position Number
542-345-9723-002

Effective Date
10/1/2026

| Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. |
|---|---|
| | Under the general direction of the Assistant Chief (Coastal Division) , the Battalion Chief is responsible for the management and supervision of assigned Fuels personnel and resources, the planning and implementation of vegetation management and prescribed fire projects, and the coordination of Toro Fire Center operations and operational readiness. The incumbent works closely with Unit personnel, cooperating agencies, private landowners and other stakeholders to support Unit Fire Plan priorities. The Battalion Chief also responds to emergency incidents when assigned. |
| 55% | **Vegetation Management and Prescribed Fire Program Management**<br>*Plan, prioritize, coordinate, supervise and safely implement vegetation management and prescribed fire projects throughout the Unit in support of Community Risk Reduction and Unit Fire Plan priority. *Direct Fuels Crews and assigned special resources; coordinate project staffing, equipment and priorities with field Battalion Chiefs and other Unit programs. *Work with Resource Management staff to establish project prescriptions, ensure environmental compliance and secure necessary project approvals. *Develop and implement prescribed fire burn plans and smoke management plans in coordination with the local Air Pollution Control District. *Support adjoining Units and Contract Counties in burn-plan development and implementation; mentor staff on burn plans and smoke management plans. *Coordinate, support, and assist burns with various cooperators and partners and ensure permits and CAL FIRE procedures are in place and followed. *Participates in stakeholder, committee and public presentation meetings along with Community Risk Reduction and Vegetation Management Programs to ensure continuity |
| 15% | **Toro Fire Center Operations and Readiness**<br>*Manage assigned activities, facilities and operational readiness of the Toro Fire Center in coordination with Unit leadership. *Coordinate fire crew staffing, readiness, work assignments, project deployment and incident response capabilities. *Oversee Toro Fire Center facilities, vehicles, equipment and logistical resources, including maintenance, inspections and safe operation. *Coordinate operational work projects and assigned resources with Unit personnel and cooperating agencies. *Participate in Toro Fire Center conversion and program implementation activities, including operational planning, meetings and coordination, as assigned. |
| | *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: 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. May be subject to working nights, weekends, and holidays. May require a two-year commitment.

"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

| Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. |
|---|---|
| 10% | **Personnel Supervision and Administration**<br>*Provide first-line supervision, planning, direction, training and evaluation of assigned Fire Captains, Fuels staff and other assigned personnel, including Toro Fire Center support staff as applicable. *Assist the other assigned Toro Fire Center Battalion Chief with administrative oversight and support of that Battalion Chief's assigned Fire Captains and Toro Fire Center support staff, including personnel documentation, attendance and leave coordination, reporting and routine administrative needs. *Review and approve assigned personnel timekeeping, attendance, vacation, sick leave and required documents; address employee performance and progressive discipline consistent with departmental requirements. *Develop and monitor employee Individual Development Plans, required training, operational competencies, safety instruction and physical fitness participation. *Complete and review personnel and program reports accurately within established time frames. *Ensure safe work practices, employee accountability and compliance with department and Unit policies. |
| 10% | **Agreements, Fiscal Management and Interagency Coordination**<br>*Coordinate Fuels and Toro work projects with federal, state, county, local agencies, private landowners, cooperators, Administration, Pre-Fire, the Emergency Command Center and Training. *Ensure landowner agreements and cooperative agreements are current, and project work complies with policies and procedures; resolve project-related landowner issues. *Develop and administer assigned project budgets and contracts; monitor contractor compliance, expenditures, vendor payments and procurement documentation. *Complete assigned fiscal and program records, including Cal Card, FI$Cal, ePay, requisitions, work reports and project/personnel performance records.* Attend public and cooperator meetings and communicate project objectives and progress. |
| 5% | **Emergency Incident Response**<br>*Respond to wildland fires, structure fires and other emergency incidents as a chief officer when assigned or requested; assume command when warranted and perform incident overhead assignments as directed. *Apply Incident Command System principles, applicable training standards, department policies and safety priorities during emergency operations. *Coordinate resource needs, incident logistics and communications with federal, tribal, municipal, fire protection district and other cooperating agencies. *Performs as a qualified Division/Group Supervisor (DIVS) and Strike Team Leader – Engine (STEN) as required. |
| 5% | **Policy Compliance and Other Duties**<br>*Ensure work activities comply with departmental and Unit rules, personnel practices, safety requirements and applicable program policies. Perform other related duties as assigned. |
| | *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:

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