STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

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.

Working Title of Position
Battalion Chief – Hood Mountain

Division and/or Subdivision
Sonoma-Lake-Napa – Hood Mountain Fire Center

Location of Headquarters
1199 Big Tree Road, St. Helena, CA 94574

Class Title of Position
Battalion Chief

Position Number
542-114-9723-018

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 Assistant Chief - West Division Operations, the Battalion Chief provides first line supervision of the CAL FIRE staff at the Hood Mountain Fire Center and directs the overall operations, including the following specific duties:
50%	*Provides direct supervision of the four (4) Fire Captains; (3) Fire Apparatus Engineers; (2) Supervising Cook I, and seasonal personnel assigned to the center. Responsible for annual performance reports, the development and discipline of staff. Supervises all projects.
20%	*Routinely provides scheduled Chief Officer coverage for field battalions, providing first line supervision to fire station managers. Responds to local emergencies as an initial and/or extended attack Incident Commander. Responds to emergencies statewide as directed by the Emergency Command Center (ECC).
10%	*Responsible for implementation and evaluation of projects conducted for federal, state and local agencies.
10%	*Oversees the center Injury and Illness Prevention Program and coordinates training of CAL FIRE staff.
5%	Responsible for preparing staff for the bi-annual management review. In preparation for this review, ensures successful completion of annual inspections by the State Fire Marshal and Department of Environmental Health. Responsible for preparing staff for the annual readiness exercise.
5%	Other duties as required.
	*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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PO-199 (06/16) - **PAGE 2**

Working Title of Position

Battalion Chief – Hood Mountain

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	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. 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 two (2) year commitment. May be required to work nights, weekends, and holidays. This position requires a medical clearance prior to being hired.

"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