Current

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
**POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT**
PO-199 (06/16) **- PAGE 1**

Working Title of Position
Assistant Chief of Utility Wildfire Mitigation

Division and/or Subdivision
Office of the State Fire Marshal/Community Wildfire Preparedness & Mitigation Division

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

Class Title of Position
Assistant Chief

Position Number
544-063-1039-005

Effective Date
11/24/2026

| 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 direction of the Wildfire Preparedness & Mitigation Staff Chief, the Assistant Chief of the Utility Wildfire Mitigation Program will oversee and coordinate, on a statewide basis, planning, training, and reporting activities related to the reduction in the number and severity of utility-caused wildfires. Statewide responsibilities include, but are not limited to: |
| 40% | *Act as the CAL FIRE liaison to the California Public Utilities Commission (CPUC) and the Office of Energy Infrastructure Safety (OEIS) on the planning, development, training, and reporting of activities associated with the implementation of Senate Bill (SB) 1028, 901, & 1054. *Coordinate the SB requirements with the CPUC, OEIS, Office of the State Fire Marshal (OSFM), CAL FIRE Regions, and Investor-Owned Utilities (IOUs). *Work with the CPUC and OEIS to develop processes, procedures, and other information the IOUs will use to prepare, implement, monitor, audit, and mitigate discrepancies with the Wildfire Mitigation Plans (WMPs). *Consult in reviewing IOU WMPs and comment within the allotted timeframe established by the above bills. *Conduct audits in coordination with the OEIS Compliance Branch to determine if an electrical corporation is satisfactorily complying with its WMP. Assist in maintaining and updating the MOU with the CPUC and OEIS. |
| 20% | *Act as the CAL FIRE representative during Public Safety Power Shutoff exercises and events. *Coordinate with CalOES, Sacramento Command Center, and IOUs on notifications for impacted facilities. *Assist with the coordination and implementation of the statewide CAL FIRE Power Line program related to Public Resource Code (PRC) Sections 4292–4296 and the California Code of Regulations (CCR) Title 14 Sections 1250–1258. *Develop, maintain, and implement a statewide training program and documents for the Power Line program. |

*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 encounter during work hours, during work-related activities, and any time 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 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

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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
**POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT**
PO-199 (06/16) **- PAGE 2**

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Assistant Chief of Utility Wildfire Mitigation

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|---|---|
| 10% | *Oversee the review and maintenance of the Power Line Fire Prevention Field Guide. *Create a system to allow this to be a living document that can be updated as changes occur in real-time. *Establish, maintain, and improve an exemption testing process for PRC 4292 like that of the Building Materials Listing (BML) program. *Work to create a multi-agency approach to fire-safe hardware testing. |
| 10% | *Provide leadership and supervision to the Utility Wildfire Mitigation program staff. *Develop, maintain, and update policies and procedures for the Utility Wildfire Mitigation Program. *Coordinate with Prevention on quality assurance and quality control procedures of CALFIRS powerline ignition data. |
| 10% | *Assist with the coordination and implementation of the statewide CAL FIRE spark arrester (general purpose, locomotive, and multiposition small engine) inspection program related to PRC 4442. *Develop and implement a statewide training program and documents for the spark arrester inspection program. |
| 5% | *Respond to emergency incidents as required per Departmental policy. *Maintain proficiency, qualification, and experience standards in accordance with applicable laws, rules, and departmental policy. |
| 5% | *Provide management support to other OSFM and the Community Wildfire Preparedness and Mitigation Division programs as needed. Other job-related 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. |

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Job qualifications and/or conditions of employment:

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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. |
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| | Desirable Qualifications:<br>• Experience with and knowledge of wildfire prevention programs<br>• Intermediate computer skills<br>• Experience with Environmental Systems Research Institute (ESRI) software<br>• Knowledge and proficiency in Geographic Information Systems and Enterprise Database Programs<br><br>*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: Local and Statewide travel may be required up to 15% of the time and may include overnight stays and possession of a valid driver's license of the appropriate class.The incumbent may be required to wear respiratory protection equipment, including a 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, California Occupational Safety and Health Administration (CalOSHA) 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. Duties involve field work requiring physical performance calling for above-average ability, endurance, and superior condition, including occasional demand for extraordinarily strenuous activities in emergencies, under adverse environmental conditions, and over extended periods of time; requires running, walking, difficult climbing, jumping, twisting, bending and lifting over 25 pounds; and the pace of work is typically set by the emergency.

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