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

Working Title of Position
Field Battalion Chief – B91

Division and/or Subdivision
Fresno Kings 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
Sanger

Class Title of Position
Battalion Chief

Position Number
542 - 411- 9723 - 605

Effective Date
12/1/2026

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
35%	Under the direction of the Fresno-Kings Unit Division Chief of District Operations, the Battalion Chief is responsible for coordinating and managing the field administrative and operational activities within a Battalion. You are a valued member of the Department's team and are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible and to fulfill its mission. Battalion Chief's will be required to provide coverage of various battalions within the Unit and their duties include, but are not limited to the following: **Emergency Response and Coverage duties**: • *Respond to and direct activities on all wildland, structural fires, and other emergency operations as the all-risk initial attack and/or extended attack Incident Commander, *Assume a command role as necessary in both emergency and non-emergency situations and, be able to respond as needed throughout the state to various types of incidents including wildland incidents, flooding, earthquakes, and other emergencies for suppression, mitigation, administration, and evaluation purposes, *Responsible to maintain effective working relationships with other agencies involved in emergency response including, but not limited to, United States Forest Service (USFS), California Highway Patrol (CHP), Fresno County Sheriff, State and County Road departments, Office of Emergency Services, local fire departments, utility companies, and non-profit organizations, *Maintain awareness of the fire control challenges in the rural and urban areas of assigned battalion as well as the neighboring battalions, *Make reasonable decisions that include actions necessary to mitigate quickly changing emergencies, care, and treatment of ill or injured individuals and ensure the safety of emergency workers and civilians,*Safely operate equipment every day in both normal conditions and hazardous environments/situations,*Participate in the Department's physical fitness programs to maintain physical readiness to respond to emergencies and perform the duties required in any emergency response,*Communicate and provide timely situational updates to the Duty Chief and or Supervisor, *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 and 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

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16) **- PAGE 2**	Working Title of Position Field Battalion Chief – B91

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
30%	**Emergency Response and Coverage duties continued**. • Communicate and coordinate with peers/supervisor/duty chief on coverage issues while assigned coverage including daily management of personnel, *Maintain proficiency, qualification, and experience standards in accordance with applicable laws, rules, industry standards and departmental policy *Respond, as needed, to meet the Unit's and Department's Mission for both emergency and non-emergency assignments as directed by the Emergency Command Center and the Unit's Duty Chief or Supervisor. *Conduct interviews with media in various forms, captures picture(s)/video(s) of emergency incidents, training activities, or local events and collaborates with other department personnel in sharing/reporting information. *On or enroute to emergencies or during trainings, uses computers, applications/software for, but not limited to, routing, personnel accountability, managing incidents, documenting/sharing information/intel. **Administration and Supervision duties** *Aid personnel regarding the departments policies, guidelines, procedures, and resources on programs assigned to the Battalion, * Direct the administration and supervision of a Battalion within CAL FIRE/Fresno County Fire stations staffed with uniformed subordinates of various classifications, * Counsel employees and/or refer them to the Employee Assistance Program as needed and ensure that personnel issues are being handled in a timely and professional manner implementing progressive discipline as needed, * Ensure the workplace is free from harassment and discrimination, *Communicate effectively, professionally and provide information and direction for subordinates and citizens as necessary,*Prepare concise, well written, accurate, and timely reports using computers, applications/software, *Work closely and collaborate with peers and supervisor to maintain effective operational responsibilities by disseminating necessary information to the station personnel and ensuring compliance with department programs and policies,*Perform field inspections in accordance with State Responsibility Area(SRA) Fire Safe Regulations and Fresno County Ordinance Code Title 15.*Participate in the planning, development, and management of local government fire protection budget(s) within a Battalion or program area, *Comply with all department and unit purchasing requirements, *Analyze reports, policies and procedures, local government documents, legislation, and prepare input and correspondence as necessary ensuring timelines and expectations are met. *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: Incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. Transfers 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

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16) - **PAGE 3**	Working Title of Position Field Battalion Chief – B91

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
20%	**Job-required and Job-related duties** • *Attend training in the areas necessary to meet the needs for command/control, emergency response/mitigation, supervision, and any topics necessary to maintain readiness and current qualifications to meet the response needs of the department, *Maintain current certifications and qualifications to respond to emergencies and remain current in the unit's Emergency Response Directory (ERD) in both the Operations track and at least one other aspect of the Incident Command System (ICS), *Work with the Training Bureau to address both state and local training policies, procedures, and regulations, *Responsible for attending meetings necessary for the management of a Battalion, as well as Divisional and/or Unit meetings, to foster open communications with supervisors, peers and cooperators in other programs and agencies, ensuring collaboration as needed to meet the mission, goals and or expectations of the department.*Attend City Council and or community meetings for cities/communities within your Battalion.*Meet with, establish and maintain relationships with key members of the community such as but not limited to board members, City Council members, City Manager, City Mayor, and or other local dignitaries. *Attend local public relations events as a representative of the department. *Communicate and collaborate as needed with your supervisor and peers to ensure unit expectations, department policies and standards are met. *Obtain training/certifications/licenses required to use unmanned ariel systems in accordance with department policy and related law(s).
10%	**Facility and Equipment duties** * *Implement, evaluate, and maintain effective operational readiness by ensuring all equipment and personnel are available for response by addressing the needs in fleet and facility maintenance, personal protective equipment, fire fighting tools/equipment, and personnel issues, including the coordination of the proper maintenance of the equipment and facilities, *Perform regular facilities and equipment compliance and safety inspections to ensure they are maintained in accordance with the Injury & Illness Prevention Program (IIPP) established standards, department policy, and Unit expectations, *Arrange for specialist personnel to perform maintenance work which is beyond the capability of station personnel.
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: Required to work night, weekends, and holidays. Maintains the Arduous Fitness Standard in accordance with department policy. The incumbent while on duty, may be required to stay nights within their battalion coverage area. Possession of a valid California Driver's License of the appropriate class.

"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