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	Butte County Fire Marshal
Division and/or Subdivision	Butte Unit
Location of Headquarters	Oroville
Class Title of Position	Battalion Chief
Position Number	542-211-9723-600
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 Unit Chief, the Butte County Battalion Chief Fire Marshal will complete the following tasks:
45%	*Supervises and provides direction to the Butte County Deputy Fire Marshal and the Fire and Life Safety Officer. *Coordinates and oversees inspection programs and corrective actions to ensure compliance. *Tracks Butte County permits for timely processing and fire permit fees. *Plans, organizes, supervises, and performs fire prevention and code enforcement inspections to ensure compliance with fire and life safety codes for residential, commercial, industrial, and new construction occupancies. *Conducts and oversees California Code of Regulations (Title 19) inspections, fire hazard reduction inspections, and compliance investigations. *Interprets, applies, and enforces fire codes, ordinances, and standards. *Performs plan checks for fire code compliance, hazardous materials management, and hazard abatement. *Coordinates the inspection of county facilities.
20%	*Provides plan reviews for commercial and residential buildings and projects, including new construction, tenant improvements, and subdivisions. *Works with Butte County Planning, Engineering, and Building Departments on assigned projects and plan reviews. *Coordinates and conducts inspections of fire alarm systems and sprinkler systems. *Provides State mandated inspections. Provides pre-development consultations and occupancy/final inspection support.

*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:

"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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Working Title of Position
Butte County Fire Marshal

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	*Prepares reports, correspondence, documentation, presentations, and policy recommendations related to county fire prevention and enforcement activities. Assists with budget development, forecasting, and administration of approved budgets. Represents the department at meetings with county departments, developers, businesses, and community stakeholders. *Investigates fire prevention and code compliance complaints, including administrative enforcement and abatement actions. Supports occupancy inspections, development coordination, and public presentations as needed.
10%	*Represents California Department of Forestry and Fire protection (CAL FIRE) and Butte County Fire Department at Planning Commission meetings, Butte County Board of Supervisors meetings, and while working with Public Works and the Butte County Planning Department.
5%	*Drafts ordinances or revisions to existing ordinances as required providing for public safety. *Provides general resources and reference information for interface with Insurance Service Office (ISO) and Local Agency Formation Commission (LAFCO) and the Safety element of the Butte County General Plan. Assists Butte Unit defensible space inspectors as needed with investigations.
5%	Other 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, the California Occupational Safety and Health Administration (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: The incumbent will be required to perform duties for 2 years before being eligible to transfer. May be required to work nights, weekends, and holidays to complete duties and multi-task.

"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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Initials and Date