

BATTALION CHIEF

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To supervise, plan and coordinate emergency operations including fire suppression, prevention, code inspection and enforcement, rescue and public education activities, emergency medical operations and hazardous materials response for an assigned shift within the Fire Department; to develop and implement multiple level training programs for department personnel; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Fire Chief. There are four areas Battalion Chief can be responsible for including training, support/personnel, operations, and fire Marshall..

To supervise and perform advanced life support, emergency medical services and to engage in fire fighting, rescue and all other emergency services and prevention activities in protecting life, property and the environment; to drive, operate and maintain all fire department apparatus and equipment; to conduct, assist and participate in training programs, to participate in inspection programs and related fire prevention activities, public education, and to do related work as required necessary, assigned or required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Chief.

Exercises direct supervision over supervisory, professional and technical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

Plan, supervise and coordinate the organization, staffing and operational activities for an assigned fire suppression shift including fire suppression, prevention, code inspection and enforcement, rescue and public education activities, emergency medical operations and hazardous materials response.

Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures and prepare budget.

Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.

Direct, coordinate and review the work plan for an assigned fire suppression shift; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Serve as fire and incident command officer; respond to and assess emergency scene; determine plan of action; maintain safety of emergency scene.

Review and analyze building plans and specifications; ensure compliance with applicable fire codes and regulations; recommend modifications as appropriate.

Essential Functions: (continued)

Develop, present and oversee public education programs regarding fire safety, prevention and suppression

Oversee the preparation of various computerized fire incident reports; ensure accuracy and completeness; maintain records on fire suppression activities and operations.

Oversee and coordinate emergency medical response operations and services.

Develop and direct a comprehensive weed abatement program including fire prevention methods to maintain and preserve the City's environment.

Select, train, motivate and evaluate fire suppression personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Participate in the development and administration of assigned budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.

Provide staff assistance to the Fire Chief; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.

Coordinate fire suppression and prevention activities and multi-hazard planning with those of other divisions and outside agencies and organizations.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire suppression, prevention and code inspection.

Respond to calls and perform full range of fire fighter duties as needed.

Conduct personnel management including conduct/early evaluations of Captain and review and approve Captain's evaluations done for other staff.

Enhance, maintain or continue relationship with mutual aid and joint operations partners.

Serve as Fire Chief, Fire Captain, Fire Engineer, and/or Firefighter as necessary.

When assigned to Training Assignment

Develop, deliver and monitor basic on-the-job and advanced training programs; determine subject matter to be taught; provide for and schedule other instructors, training aids and materials; evaluate and adapt training sessions as necessary.

Assess, analyze and determine required skills and capabilities of all departmental personnel to meet requirements of job descriptions; maintain training records on all personnel.

Establish and maintain training and reference library; determine appropriate subject materials to inventory; store, control, use and dispense materials as appropriate.

Maintain awareness of new developments in the field of fire fighter safety and training; incorporate new developments as appropriate into programs.

Marginal Functions:

Perform related duties and responsibilities as necessary and/or assigned.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a fire suppression program.
Principles and practices of emergency and hazardous materials response.
Operational characteristics and maintenance of various firefighting apparatus and equipment.
Methods and techniques used to review and analyze plans and specifications for fire code compliance.
Principles and practices of public education regarding fire safety and prevention.
Principles and practices of training program development.
Principles and practices of training and assessment.
Recent developments, current literature and information related to fire suppression training.
Modern office procedures, methods and equipment including computers.
Principles of municipal budget preparation and control.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Oversee all types of emergency and fire rescue operations.
Respond to and assess emergency fire and hazardous material scenes and determine plan of action.
Supervise, direct and coordinate the work of assigned staff.
Select, supervise, train and evaluate staff.
Review and analyze building plans and specifications to ensure compliance with applicable fire codes.
Develop, present and oversee public education programs regarding fire safety and prevention.
Develop, implement, direct and evaluate fire suppression training programs.
Use instructional methods, techniques and materials.
Analyze and select appropriate training materials.
Train, test and evaluate student progress.
Maintain records and prepare clear and concise reports on activities.
Knowledge and ability to operate in technologically enhanced office environment.
Respond to requests and inquiries from the general public.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Assimilate information, process logically, and make sound decisions.

Ability to (continued)

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of responsible fire suppression experience including two years as a Fire Captain.

Training:

Equivalent to an Associates degree in fire science, public administration or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a valid Fire Officer certificate.

Possession of or ability to obtain an EMT-D Enhanced certificate.

PHYSICAL DEMANDS

Sitting:	Occasionally to Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Frequently	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Occasionally
Crouching:	Occasionally	51 to 75 lbs:	Occasionally
Stooping:	Occasionally	76 to 100 lbs:	Occasionally
Kneeling:	Occasionally	100 + lbs:	Occasionally
Crawling:	Occasionally		
		Carrying:	
Climbing:	Occasionally	up to 10 lbs:	Frequently
Balancing:	Occasionally	11 to 25 lbs:	Occasionally
Running:	Occasionally	26 to 50 lbs:	Occasionally
Twisting:	Occasionally	51 to 75 lbs:	Occasionally
Turning:	Occasionally	76 to 100 lbs:	Occasionally
Jumping:	Occasionally	100 + lbs:	Occasionally

PHYSICAL DEMANDS (continued)

Pushing/Pulling:

up to 10 lbs:	Frequently
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Occasionally
51 to 75 lbs:	Occasionally
76 to 100 lbs:	Occasionally
100 + lbs:	Occasionally

Grasping – firm:	Occasionally to Frequently
Finger dexterity:	Occasionally
Reaching forward:	Occasionally
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Frequently

Coordination	-	Eye-hand:	Frequently
		Eye-hand-foot:	Occasionally to Frequently
		Driving:	Occasionally to Frequently

Talking	-	Face-to-face:	Frequently
		Verbal contact:	Frequently
		Public:	Occasionally

Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required

Hearing	-	Conversation:	Frequently
		Telephone:	Occasionally to Frequently
		Earplugs:	Occasionally

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed-uninvolved instructions, one or two step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Spatial, Form, Coordination, Analyzing, Comparing, Mentoring, Negotiating, Instructing, Supervising, Diverting, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Setting up, Precision Working, Operating-controlling, Driving-operation, Manipulation, Tending, Handling, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Extreme heat or cold, Unprotected Heights, Moving machinery, Change in temperature/humidity, dust/fumes/smoke/gases/etc., toxic/caustic chemicals, Radiation/electrical energy, solvents/grease/oil, Slippery/uneven surfaces, Using computer/computer monitor screen, Explosives, vibration, flames/burning items, Works around others, Works alone, Works with others, required – safety glasses, hard hat, protective clothing.

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