

## **FIRE BATTALION CHIEF**

### **PURPOSE**

To act as a shift commander, ensure operational readiness for emergency response and perform emergency command and control functions; to provide highly responsible staff assistance to Fire Administration; and to manage and participate in administrative tasks, programs, and projects.

### **WORKING CONDITIONS**

Work is typically performed in an office setting when performing administrative duties of this position. Work is also performed in the field when performing the emergency command duties of this position. Normally these duties require working a 24-hour shift, but may require attendance of day and evening meetings outside of the normal work schedule. The specific work assignment for the Fire Battalion Chief may be affiliated with shift or staff assignments. All Fire Battalion Chiefs are subject to shift or staff assignments.

**Shift Assignment:** Fire Battalion Chiefs assigned to shifts (48/96) will work the workweek schedule aligned with the shift they are assigned.

**Staff Assignments:** Fire Battalion Chiefs on staff assignments will work a standard 40-hour workweek which may be modified by the Fire Chief in accordance with City policy. Assignment to staff positions will be at the discretion of the Fire Chief for unspecified periods.

### **PHYSICAL DEMANDS**

Work involves physical exertion, including standing, stooping, reaching, crawling, climbing, and performing emergency command functions in good and inclement weather conditions. This position may require hands on emergency work when warranted.

### **DISTINGUISHING CHARACTERISTICS**

This position performs a wide range of duties associated with one suppression shift and oversees a portion of the Fire Department operations. Direction is provided by the Fire Chief or Assistant Fire Chief, depending on the assignment. Responsibilities include direct and indirect supervision of subordinates. The Fire Battalion Chiefs are expected to exercise independent judgement in

making decisions, represent the Fire or Assist Chief, as appropriate, and may act in the capacity of either Chief in his/her absence.

### **ESSENTIAL JOB FUNCTIONS**

Duties may include, but are not limited to, the following:

Coordinates the organization, staffing, and operational activities of fire crews on an assigned shift; organizes emergency operations per department standards; ensures the operational readiness of assigned shift; conducts training and drills in all phases of emergency response; monitors factors that impact emergency response capabilities; identifies opportunities for improving service delivery methods and procedures related to area of responsibility, reviews with appropriate management staff, and implements improvements and modifications.

May respond to State and National Incidents under State Master Mutual Aid (Strike Teams) or FEMA requests in any position qualified; responds to and manages critical emergency incidents and calls for service; performs as the incident commander, or other position identified in the incident command system; evaluates the need for additional assistance and equipment necessary to handle emergencies; makes technical decisions as to the best methods of extinguishing fires after observing the fire and receiving reports from company officers.

Supervises and assists in rendering first aid at an emergency incident; analyzes and takes command of patient care with full responsibility for the patient(s) until relieved by medical personnel.

Performs administrative duties related to emergency and non-emergency activities; participates in the development and implementation of goals, objectives, policies, and procedures; develops, implements and administers assigned special projects and programs; formulates maintains and implements uniform applications of established policies, rules, orders, practices and procedures in the Fire Department Operations Manual; provides staff assistance to the Fire Chief and Assistant Chief; prepares and presents various administrative and analytical reports, staff reports and other necessary documents and correspondence; maintains records.

Counsels, coaches, and disciplines assigned personnel; participates in the selection of staff; meets with staff to identify and resolve problems and correct deficiencies; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures, evaluates employee job performance.

**ESSENTIAL JOB FUNCTIONS – Continued**

Supports and monitors the overall training activities and requirements of assigned shift; works with the Chief Officer responsible for training function to ensure that training needs are identified, addressed, and being completed within prescribed time frames; develops, coordinates, and participates in multi-company drills; implements a career development plan for assigned staff; coordinates pre-fire plan training with the Fire Chief / Fire Marshal.

Participates in and serves on committees related to the fire service and other City business; stays abreast of new trends and innovations in the field of fire suppression and prevention; attends meetings and trainings as required; makes presentations to City officials and to the public; may attend City Council meetings.

Establishes and maintains positive working relationships with co-workers, other City employees and the public using principles of customer service; responds to questions and investigates and resolves complaints.

Maintains budgetary control over supplies and equipment; monitors and supervises the purchases, maintenance, testing and replacement of department equipment and fire apparatus; assists in the preparation of the departmental budget in assigned area of responsibility.

Ensures the safe use and condition of department property; inspects buildings, grounds, equipment and supplies; manages, monitors, prepares and participates in preparation of specifications for fire suppression protective clothing and safety devices.

Acts for the Fire Chief in the absence of senior officers; performs other administrative and emergency response duties as assigned.

**DESIRABLE QUALIFICATIONS**

**Knowledge and Abilities**

Knowledge of fire suppression and rescue principles; apparatus and equipment; fire prevention, inspections, rules of evidence, local state and federal safety laws, codes and laws affecting fire prevention and department operations; pre-hospital care; education and instruction principles.

Ability to plan and direct the activities of subordinates; establish and maintain cooperative and effective working relations with other departments, agencies, and the public; operate

an office computer and a variety of word processing and software applications; prepare clear, concise, and comprehensive verbal and written reports; operate two-way radio and other communications equipment; make public presentations; think and act quickly and effectively in emergencies; function as the Incident Commander or any Section position within the Incident Command System.

**Education/Experience:**

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

**Education:** Equivalent to an Associate's degree from an accredited college with major course work in Fire Science or related field. A Bachelor's degree in Public Administration, Business Administration, Fire Technology or a related field is highly desirable.

**Experience:** Six years of increasingly responsible experience with a full service municipal fire department, including at least three years of supervisory responsibility.

**License or Certificates:**

Possession of a valid Class C or higher California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

Possession of a California Fire Service Training and Education System (CFSTES) Fire Officer Certificate. Completion of CFSTES Chief Officer Certification is a condition of passing probation.

Possession of a valid Emergency Medical Technician certificate and valid CPR certification; ability to be qualified under CICCIS for applicable positions.