



Central Fire Protection District

BATTALION CHIEF Job Description

Definition:

The Battalion Chief, under the supervision of the Fire Chief, shall be responsible for the daily supervision and coordination of activities during each assigned shift. The Battalion Chief responds to fires and other emergencies, supervises fire control and emergency operational activities and assumes an Incident Command role as necessary. Incumbents may be assigned to a 56-hour or 40-hour schedule at the discretion of the Fire Chief to perform specialized duties in support of a Division, including Training, Operations, Support Services, or other duties as assigned. This classification of Battalion Chief is a Safety classified position.

Distinguishing Characteristics:

This position is responsible for but is not limited to; managing fire suppression operations and other emergency scenarios; planning district-wide activities, functions, and programs; organize and direct district-wide operations of an assigned shift; coordinate personnel for the purposes of community service and fire protection related activities; managing programs including budgetary oversight. Work is performed under general direction of the Fire Chief and incumbents may temporarily assume the functions of higher administrative-level classifications as required by the District.

Minimum Requirements:

- Possess and maintain a valid State of California Commercial Class B driver's license with air brake and tank endorsements.
- California State Fire Marshal Company Officer/ Fire Officer Certification
- Successful completion of Central Fire Career Development Fire Captain Step 3
 - Nine (9) years of increasingly responsible experience with a paid, full-time fire agency, of which three (3) years must have been served with the Central Fire Protection District in the Fire Captain rank.
- Possession of an Associate's degree or an advanced degree from an accredited college or university which is recognized by the U.S. Department of Education (USDE) and the of the Council for Higher Education Accreditation (CHEA) Must possess a valid EMT-1 or EMT-P certification

Typical Physical and Mental Requirements:

Requires standing, stooping, kneeling, sitting, crouching, and walking for extended periods of time. Requires agility, balance, and stamina in responding to emergency situations that includes climbing, crawling, and walking in steep, slippery, and confined spaces, or similar adverse environments. Requires the ability to lift, carry, push, pull, grasp, and lift different sized objects, equipment and apparatus weighing up to 100 pounds during both routine and emergency situations. Requires the ability to lift, carry, push, pull, grasp, and lift trapped, injured, or deceased persons. Requires the ability to operate fire suppression equipment such as ladders, axes, chain saws, hoses and general maintenance equipment. Requires the ability to drive and operate emergency response vehicles. Requires the ability to effectively and efficiently evaluate emergency situations and determine the appropriate response; implement the appropriate incident action plan; to remain calm and decisive in chaotic and confusing situations. Requires the ability to visually inspect fire equipment and apparatus; to function in atmospheres where vision is impaired; to differentiate between colors to assist in determining proper course of action to mitigate emergencies. Requires normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range.

Examples of Duties:

- Plan, direct and coordinate the activities of all fire suppression personnel on an assigned shift including personnel assigned to other fire service positions.
- Confer as necessary with subordinate officers regarding the activities of their units and staff.
- Manage and oversee the safety of fire personnel and citizens.
- Be responsible for the movement of personnel, apparatus, equipment and the proper staffing of stations and companies as dictated by District policy.
- Keep the Fire Chief apprised of the daily activities and movement of personnel, apparatus and equipment, and status of projects and programs as directed.
- Respond to fires and other emergency alarms, allocate appropriate personnel, resources and equipment, supervise fire control and emergency operational activities, provide overall coordination, direction, and detailed instruction to subordinate personnel and assume an Incident Command role as necessary during emergency incidents
- Assists in the work of extinguishing fires and in the performance of related lifesaving and property protection work as needed.
- Coordinates with the Division of Training and Safety in developing, implementing, evaluating, and updating training programs for Fire District personnel.
- Assist in training personnel at both individual and company levels by regularly conducting training exercises and drill sessions and providing appropriate feedback and guidance to personnel.
- Attend schools and seminars to keep abreast of current practices, methods, and theories in the fields of suppression, EMS, hazardous materials, disasters, and other areas of the District for which they would be responsible.

- Coordinate as necessary with Company Officers regarding their daily duties, monthly program responsibilities, training and drill sessions, special projects, and fire prevention.
- Review all company level written request forms, personnel forms, Incident reports, counseling, disciplinary action, and evaluation forms.
- Counsel, discipline and evaluate subordinates as directed by District policy.
- Make periodic inspections of stations, grounds, apparatus, and personnel to ensure that District policies are being followed and make recommendations or take actions on personnel matters, including discipline.
- Strive to create an environment conducive to good morale and improved self-esteem, including a positive and professional work ethic.
- Adhere to established policies, programs, and applicable local, State, and Federal laws in carrying out duties and responsibilities, while maintaining the ability of independent judgment during situations not clearly addressed by the above policies, directives, and mandates.
- Participate in the development of goals and objectives of assigned programs and projects.
- Effectively plan, direct and coordinate assigned program(s).
- Have the authority to carry out assigned duties and responsibilities including expenditure of funds as dictated by District policy.
- Confer with other Chief Officers on policy and procedural matters.
- Maintain liaison with members of neighboring fire districts and departments and other outside agencies as appropriate relating to department objectives.
- Maintain records, prepare reports, and make public and/or committee presentations.
- May temporarily assume command of the Fire District during the absence of higher-level administrators as directed by District policy.
- Perform related duties as assigned.

Knowledge of:

- Principles, practices, techniques, codes, and ordinances associated with modern fire suppression, prevention and emergency medical treatment and rescue including water supplies, hazardous materials and fire ground tactics and strategies.
- Modern firefighting, rescue and emergency medical practices, codes, and ordinances.
- Building materials and construction.
- Emergency medical techniques.
- Fire District and county policies, orders, rules, regulations, communications, and operational procedures.
- Applicable local, state, and federal laws and regulations.
- Operation and maintenance of modern fire apparatus and equipment.
- Local geography and infrastructure, including location of water supplies, water mains fire hydrants, as well as major fire and traffic hazards within the Fire District.
- Principles of administration and personnel management, including human relations, supervision, and training.
- Proficiency in the use of computers and related office skills including the use of Microsoft Office Suite, business software applications, staffing software applications, calculators, telephones, copiers and agency specific software.

- Fire District resources, budgets, and the competitive bid process.

Ability to:

- Effectively lead, supervise, plan, evaluate, coordinate, train, and direct the activities of firefighters or other assigned personnel.
- Communicate effectively, both orally and in writing with District personnel and the general public.
- Write accurate staff reports and use proper form procedure.
- Establish and maintain effective working relationships with District personnel and the general public.
- Maintain physical health, strength, stature, and ability to meet the demands of the position.
- Prepare and maintain accurate, concise, clear, complete, and timely records.
- Effectively Plan, direct, coordinate, and complete assigned projects, activities, and specialized administrative duties.

Certifications:

- Valid EMT or EMT-Paramedic Certification
- California State Fire Marshal Fire Officer Certification or the new California State Fire Company Officer Certification

Desirable Qualifications:

- Possession of a Bachelor's Degree from an accredited college or university which is recognized by the U.S. Department of Education (USDE) and the of the Council for Higher Education Accreditation (CHEA)
- ICS 400 Certification.
- Initiation of a qualification task book and continued training for any Command, Operational, Administration, Finance, Planning, Logistics, Dispatch position within the California Incident Command Certification System (CICCS)