

FIRE BATTALION CHIEF

DEFINITION

Under general direction, manages, supervises, and directs a variety of Fire Department activities. Incumbents may be assigned to manage a shift or division of the Fire Department. In addition to the general assignment incumbents will be responsible for one or more programs of the Fire Department.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Fire Chief, Assistant Fire Chief, or Fire Division Chief depending on assignment. Responsibilities include direct and indirect supervision of subordinates.

EXAMPLES OF DUTIES: The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list.

ESSENTIAL JOB DUTIES

Determine and manage priorities on a day-to-day basis for the shift or staff assignment held. Assume command at emergency incidents and direct operations. If needed, determine strategy, deploy and direct department resources in controlling the emergency and minimizing loss of life and property with the highest degree of safety possible. Participate in scheduled inspections of fire stations, equipment and personnel. Analyze technical data. Administer and enforce the policies, procedures, rules and regulations of the department and the City. Prepare and present reports to Fire Chief. Provide technical and professional recommendations related to levels of service and other related matters. Perform administrative activities including preparation of a variety of reports; training; evaluate personnel in the performance of emergency and other duties; recommend or implement disciplinary actions. Promote and maintain safety in the work place. Must be willing to work cooperatively with others. Regular and consistent attendance is required.

OTHER JOB FUNCTIONS

Assure that positive public relations and effective working relationships are maintained by the Department with the general public, other governmental agencies, City departments, and the media. Coordinate Fire Department response activities with other City departments, and with outside agencies. Represent the department before the City Council, community, outside agencies and at professional meetings as requested. Attend conferences, schools and various meetings to stay abreast of new developments in management, fire fighting methodology, technology, resource usage, personnel deployment and administrative skills to enhance staff effectiveness. Ensure

that an origin and cause is determined for all fires and coordinate appropriate follow-up work. Perform related duties as assigned.

WORK ASSIGNMENTS:

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 will work the workweek schedule aligned with the shift they are assigned.

<u>Staff Assignments</u>: 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.

QUALIFICATIONS

Knowledge of:

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs. Principles and practices of organization, administration, budget and personnel management. Modern fire fighting and rescue principles, practices, techniques, and procedures. Mechanical, chemical and related characteristics of a wide variety of flammable and explosive materials and objects; building materials and construction; fire related codes and ordinances. Fire prevention and suppression principles, practices, regulations, procedures, and local laws. Incident command system and disaster operations. Federal, state and local regulations pertaining to fire department services. Hazardous materials and their properties. Staff scheduling and resource allocation. Principles/practices of development and conducting training in specialized and technical areas. City and Department personnel rules. Geography, types of building construction, major fire hazards, water supply, fire and building laws and regulations as they relate to the City of Woodland. Operation of a personal computer and software.

Skill to:

Plan, direct and review fire suppression, fire and life safety code compliance, emergency medical service activities, hazardous materials responses, and City-wide disaster preparedness efforts. Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives. Delegate responsibility; schedule and program work on a long-term basis. Efficiently operate a personal computer. Analyze feasibility of projects and proposed programs; prepare complete and accurate reports; implement Department and City policies. Select, supervise, train, evaluate and discipline subordinates. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Use financial, technological and staff resources effectively for the planning, programming and promoting of services; set priorities, work well under pressure and meet deadlines; write accurate and comprehensive staff reports. Act calmly and quickly in emergency situations and make effective decisions in such cases. Interpret, analyze, apply and articulate relevant laws, rules, contracts, ordinances, regulations and

guidelines; conduct a thorough fact-finding investigation and enforce regulations firmly, tactfully, and impartially. Effectively lead, motivate, train and evaluate personnel. Tactfully and effectively interact with all people regardless of race, ethnicity, sex, age or economic status. Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Minimum Education and Experience

Education:

An Associate's degree or equivalent from an accredited college or university with major course work in fire science, fire administration or related field is required. Baccalaureate degree and a Chief Officer's Certificate are desirable.

Experience:

Seven years of fire fighting and prevention experience, including four years of command experience at the Company Officer's level.

License or Certificate:

Possession of a valid California Driver's License with a Firefighter endorsement is required upon hire.

Council Action: June 7, 2011