



Position Description

FIRE BATTALION CHIEF

DEFINITION

Under direction of the Fire Chief, perform responsible supervisory, technical and administrative work in commanding and supervising fire suppression, emergency medical, and rescue activities or fire prevention activities. May work a 56-hour or other work schedule depending on duty assignment and needs of the department. Provide highly responsible and technical staff assistance to the Fire Chief. This is a Fair Labor Standards Act (FLSA) non-exempt position.

SUPERVISION RECEIVED

Receive direction from the Fire Chief or designee.

SUPERVISION EXERCISED

Exercise direct supervision over Fire Captains and other lower level staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Assume control and leadership of assigned shift.

Assume command in a leadership role for fires or other significant incidents.

Assist in the development and implementation of goals, objectives, policies and procedures for the various divisions of the Fire Department including, but not limited to, training, operations, and emergency medical services.

Ascertain the need for and type of additional equipment necessary to handle emergencies; make technical decisions as to the best methods of extinguishing fires after observing the fire and receiving reports from company officers.

Assist in coordinating the Department's fire inspection program.

Assist in the investigation of fires to determine cause and origin.

Assist in the preparation of the Department budget and budget implementation.

Assist in coordinating Fire Department activities with other departments and divisions within other jurisdictions.

Assist to update and revise the disaster plans and emergency operations as necessary.

Supervise, train, evaluate and maintain personnel records of assigned staff.

Participate in recommending the appointment of personnel; work with employees to correct deficiencies and implement discipline procedures.

Participate in related training classes; conduct multi-company training exercises and assess readiness needs of fire personnel.

Assist in coordinating public fire safety training programs.

Assist in coordinating development of specifications and acquisition of specialized firefighting support equipment.

Supervise the annual testing of fire apparatus.

Supervise the acquisition, testing, maintenance, inventory and records of fire hose
Acts as the Fire Department representative in Fire Chief's absence.

Enforce all City and Department rules and regulations, procedures, and policies, and maintain discipline.

Stay current with changes in education, technology, rules, regulations, and laws related to the work of firefighting.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Knowledge of principles, practices and procedures of modern firefighting including uses, operations, fire investigation methods, programs and equipment; principles of supervision and departmental management; geography of the local jurisdiction including the locations of major fire hazards; principles of fire administration including personnel, purchasing, training, safety and report writing; laws, ordinances and regulations affecting the work of the department including city, county, state and national fire protection and prevention codes, laws and rules; software programs used in fire administration; fire apparatus and related apparatus equipment, and standard firefighter and emergency medical equipment; modern technology and equipment related to firefighting.

Ability to:

Ability to assume command of the Department in the absence of the Fire Chief; supervise effectively and maintain discipline; prepare clear, concise and complete oral

and written reports and maintain accurate and complete records; supervise subordinates under normal and emergency conditions; conduct pre-fire planning; apply the principles, practices and procedures of firefighting to specific situations; gain cooperation from the public in observing fire prevention laws and regulations; exercise good judgment in emergency situations; establish and maintain cooperative working relationships with all those encountered in the course of work; communicate clearly and concisely on the phone, in person and in writing; take a proactive approach to customer service issues and deal calmly with citizens; enforce necessary regulations with firmness and tact; analyze facts and exercise independent judgment; complete all courses/requirements related to Strike Team Leader certification.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a bachelor's degree in fire science, business administration, public administration or a closely related field and ten (10) years of increasingly responsible municipal fire suppression and prevention experience, including at least three (3) years of command experience comparable to the Fire Captain level in the San Bruno Fire Department

or

Graduation from an accredited college with an AS or AA degree in fire technology or general education, or completion of 60 college units, and ten (10) years of increasingly responsible municipal fire suppression and prevention experience, including at least three (3) years of command experience comparable to the Fire Captain level in the San Bruno Fire Department; and Fire Officer Certification and completion of Chief Officer or Chief Fire Officer within one year of appointment. May have up to two (2) years to complete certification after appointment however, probationary period will be extended until completed.

SPECIAL REQUIREMENTS

Possession of and ability to maintain a valid California Class B driver's license, or Class C driver's license with Firefighter Endorsement.

Possession of and ability to maintain a valid *State of California Emergency Medical Technician (EMT)* license or *State of California Emergency Medical Technician – Paramedic (EMT-P)* license.

Wildland Fire Behavior (S-290) and Strike Team Leader (S-334) courses highly desirable.

TOOLS AND EQUIPMENT USED

Emergency medical aid equipment, fire apparatus including advanced electronic control systems, fire pumps, hoses, ladders, ventilation, salvage and communication equipment, manual forcible entry tools, power saws, hydraulic rescue tools, rescue ropes, pulley, and other standard firefighting and medical equipment, vehicle, radio,

pager, phone, calculator, copy and fax machine, personal computer, including various software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk and hear; stand; walk; use hands to finger, handle or operate objects, tools, or controls; and reach with hands and arms.

The employee must frequently lift and/or move up to 25 pounds and rarely lift and/or move up to 150 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus; ability to crouch, crawl and climb.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

SELECTION GUIDELINES AND GENERAL INFORMATION

Formal application; rating of education and experience; oral interview; job-related tests; background check; physical agility test; drug screening; final selection and pre-employment medical examination. Appointees will be subject to completion of a standard probationary period.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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