



# BATTALION CHIEF

Department: Fire  
FLSA Status: Non-Exempt

Revision Date: 03/01/2016

## DEFINITION

Reporting to the Deputy Fire Chief, and exercising supervision over Fire Captains, performs responsible supervisory, technical and administrative work in commanding and supervising fire suppression, emergency medical, and rescue activities or fire prevention activities. May work 56-hour or other work schedule depending on duty assignment and needs of the department. Provides highly responsible and technical staff assistance to the Deputy Fire Chief.

## ESSENTIAL DUTIES

- Assist in the development and implementation of goals, objectives, policies and procedures for the various divisions of the Fire Department
- Assume command in a leadership role for fires or other significant incidents
- 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 the jurisdictions
- Serve on committees to update and revise the disaster plans and emergency operations
- Supervise, train, evaluate and maintain personnel records of assigned staff
- Participate in recommending the appointment of personnel; provide or coordinate staff training; 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 the 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
- Perform related duties as assigned
- Assists in the preparation and implementation of the department budget.

## REQUIRED QUALIFICATIONS

### 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
- Microsoft Office and other software programs used in fire administration
- Knowledge of and limited use of fire apparatus, pumps, hose, ladders, and other standard firefighter and emergency medical equipment.

### Ability to:

- Assume command of the department in the absence of the Fire Chief
- 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;
- Deal calmly with citizens; enforce necessary regulations with firmness and tact
- Analyze facts and exercise independent judgment
- Crawl, twist upper body, climb ladders and work at heights
- Frequently lift and/or move up to 25-pounds and occasionally lift and/or move up to 150-pounds
- Effectively use the following: emergency medical equipment, fire apparatus, fire pumps, hoses, and other standard fire fighting equipment, ladders, radio, pager, personal computer, phone, and motor vehicle

### Skills:

- Visual and aural abilities as well as physical stamina and endurance required to perform aforementioned duties

### License:

- Possession of a valid Class B or C driver's license issued by DMV
- California EMT- Basic

### Education & Experience:

- At least ten (10) years experience with at least five (5) years of experience as a Fire Captain in current department
- AA or AS Degree with completion of all Chief Officer Certification classes and paperwork submitted to State Fire Marshal's Office prior to applying for Battalion Chief Test ***or*** BA or BS Degree and completion of five (5) classes towards Chief Officer Certification
- Bachelor degree, S-290 and S-334 are desirable

*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.*