

AMADOR FIRE PROTECTION DISTRICT

JOB CLASSIFICATION: BATTALION CHIEF

SUMMARY DESCRIPTION:

Class specifications are intended to present a descriptive list of the range of duties performed by the employees in the class. Specifications are not intended to reflect all duties performed within the job.

Description:

A person assigned to the Battalion Chief Classification is trained in fire suppression and emergency medical care and is engaged in the prevention, control, and extinguishment of fires and response to emergency situations where life, property or the environment is at risk. The Battalion Chief also responds and renders aid in non-emergency situations as needed.

The Battalion Chief's primary function is executive and administrative. Under the direction of the Fire Chief the Battalion Chief directs the day to day operations of District's paid personnel assigned to various stations; supervises and directs fire suppression, emergency medical services, and other activities when required; provides administrative support through written and oral reports. This position requires a high degree of discipline, which allows duties to be performed with a degree of independence within established policies and procedures.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Schedules and supervises the daily assignments of District's paid Firefighters, Fire Engineers, and Captains including training, fire prevention inspections, equipment checks, station and grounds maintenance.
2. May act as incident commander at emergency scenes, prepares follow-up incident reports and investigations as required. Ensures determination of cause and origin of fire incidents procedures are followed.
3. Ensures supervised personnel are in compliance with training program requirements.
4. Prepares various administrative reports and maintains records related to training, fire prevention inspection, equipment and grounds maintenance, and payroll time sheets.
5. Provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; assigns, directs, and evaluates the work of subordinate personnel; monitors effective use of assigned personnel and recommends modification of staffing patterns based on consideration of mandated services, workload demand and good organizational planning; performs performance evaluations of supervised personnel.

6. Attends classes and fire related conferences as assigned; makes public presentations; handles public complaints and investigates such complaints.
7. Provides administrative services which include but are not limited to: implementation of policies and procedures, providing program and project administration, participation in the budgeting process, arranging work schedules.
8. Submits reports, as required, showing the status of personnel, apparatus, quarters, and equipment.
9. Establishes and maintains, personally and through subordinates, cooperative relationships with citizens to gain acceptance of and participation in fire prevention programs, home fire inspections, building evacuation drills, and pre-fire planning.
10. May be required to perform duties of a Firefighter or Fire Engineer.
11. Subject to emergency re-call when off duty.
12. Performs related duties as required.

MINIMUM QUALIFICATIONS:

Candidate must be at least 18 years of age.

Education;

High School Graduate or GED equivalent at time of hire

Experience;

Seven years of continuous fire suppression, emergency medical response, and fire prevention as a paid or volunteer firefighter, including three years of administrative and supervisory experience at the Fire Captain level or above.

License and Certificates;

Possess and maintain all of the following:

A valid Class C (or higher) California Drivers' License with a Firefighter endorsement or a valid California Commercial Drivers' License with proper endorsements for firefighting equipment.

Emergency Medical Technician/Basic certificate valid in the State of California

CSFM Fire Officer Certificate.

Desirable Qualifications;

Experience working with volunteer and paid fire personnel.

Specialized training in fire science, fire apparatus operation, hydraulics, emergency medicine, mechanics, or a related field.

Extensive experience in fire, EMS, and incident management

Experience in competent supervision and leadership practices

AA, BA, or BS from an accredited college or university

Knowledge and Ability;

Knowledge of,

- Modern fire prevention practices and techniques
- Extensive knowledge of the streets, water supplies, target hazards and wildland fire risks.
- Training practices and techniques
- Principles, practices, procedures and equipment used in fighting fires and savings lives and property
- Operation and maintenance of fire and rescue apparatus and equipment coupled with the ability to supervise its effective application and use.
- Principles of hydraulics and chemistry as applied to firefighting
- Arson investigation
- Principles of supervision and progressive discipline
- Modern administrative, project management, budgetary principles and techniques, and PC computers

Ability to,

- Direct and train subordinates
- Quickly evaluate risk and implement the appropriate action to mitigate risk in an effective manner.
- Develop command and calmly maintain effective management of emergency scene during high stress situations.
- Maintain discipline and high morale
- Prepare clear and concise reports using a computer
- Communicate effectively both orally and in writing
- Meet and deal tactfully and effectively with the public
- Recognize and appraise fire hazards
- Manage time in an effective manner

PHYSICAL DEMANDS-WORKING CONDITIONS:

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

Environment: Reactive emergency, natural or man-made disaster, and routine fire prevention environments with travel to various locations as needed; the employee regularly works near moving mechanical parts; regularly exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; regularly exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud when responding to emergencies and when working at an emergency incident; wear protective apparel including goggles, face protector, aprons, safety shoes, and self contained breathing apparatus; incumbents may be required to work extended hours including evenings and weekends and travel outside District boundaries as required to perform duties.

Physical: Performs strenuous physical activities associated with fire and emergency situations. Primary functions require sufficient physical ability to work in emergency response and office settings; walk, run, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate fire suppression and emergency medical equipment; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized vehicles and equipment.

Vision: See within the normal range of vision with or without correction; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.

