

FIRE BATTALION CHIEF

DEFINITION

To plan, organize and direct the activities of an assigned battalion within the Fire Department including fire suppression, fire prevention, emergency response and/or medical services, hazardous materials services, training, and apparatus and facilities maintenance; to coordinate battalion activities with other divisions and departments; and to provide highly complex staff assistance to the Assistant Fire Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Fire Chief.

Exercises direct supervision over assigned supervisory and technical staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and implement goals and objectives related to the administration and operation of various fire and emergency services; establish performance standards and methods for fire and emergency services; develop and implement policies and procedures.

Plan, develop and oversee the work of staff involved in fire and emergency services.

Evaluate operations and activities of assigned battalion; implement improvements and modifications; prepare various reports on operations and activities, including assessment of response/incident performance and make recommendations as needed.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, apparatus, equipment, materials, supplies, and special projects; monitor and control expenditure.

Participate in the selection of staff; coordinate and/or conduct staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed; conduct disciplinary investigations and complete detailed report of the outcome.

Respond to and/or perform as Incident Commander in especially serious or difficult alarm situations such as Haz-Mat, MCI and other large scale incidents; direct firefighting and/or emergency response staff; determine best methods of response and need for additional and/or specialized apparatus and equipment related to conditions.

Fire Battalion Chief

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Oversee investigation of fire and emergency scenes and environmental crimes to determine causes and damages; make recommendations for mitigation measures and prosecution; appear in court to testify as to origin of suspicious fires and environmental crimes.

Perform firefighting, emergency and medical response duties as needed.

Develop, implement, and oversee implementation of special projects or programs as assigned.

Maintain numerous project work assignments, such as Safety Officer, Disaster/Emergency Preparedness Manager, Vehicle Maintenance Coordinator, Health and Wellness Coordinator and PPE Coordinator during shift and off duty hours.

Attend fire department staff meetings, city business meetings and other special project meetings during off-duty hours.

Participate in, conduct, and evaluate on-going training exercises and drills in classroom and field settings.

Drive, operate, and maintain fire trucks and other emergency vehicles; operate engine pumping equipment and apparatus.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Principles and practices of modern fire suppression and prevention, emergency rescue and medical response activities and associated apparatus and equipment.

Principles and practices of the Incident Command System (ICS).

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures, methods and computer equipment.

Principles and practices of research analysis and management.

Principles and practices of budget development, implementation and monitoring.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize, implement and direct the operations/activities of an assigned fire battalion.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; wear appropriate firefighting clothing, carry equipment and perform the duties of a Firefighter as required; lift or carry weight of 110 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

Perform the full range of firefighting duties.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Work assigned shift schedules, be available for call back.

Work unusual and prolonged work schedules during emergencies, seasonally-caused circumstances in varying weather and temperature conditions.

Supervise, train and evaluate personnel.

Wear full Personal Protective Equipment (PPE) including self-contained breathing apparatus (SCBA) and work in immediate danger to life or health (IDLH) situations. Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Eight years of increasingly responsible experience in municipal fire suppression duties, including four years as a Fire Captain with the City of Roseville.

AND

Training:

An Associate's degree or 60 semester units of college level course work including 18 units in a major field of study and 21 units in general education from an accredited college or university, preferably with major course work in fire science, public administration, business administration or a related field. Two years of related work experience can substitute for an Associate's Degree.

License and Certificate

Possession of a valid California driver's license with appropriate restrictions to drive and operate all fire apparatus.

Possession of California Fire Officer or Company Officer Certification.

Possession of Emergency Medical Technician or Paramedic Certification.

Possession of Hazardous Materials Incident Commander Certification or equivalent by date of appointment.

Possession of a Hazardous Materials Specialist Certification is desirable.

Possession of California Chief Officer certification and community college teaching credential is desirable.

If assigned to Training:

California State Fire Marshal Instructor I or Training Instructor is highly desirable.

**EMPLOYEES MUST BE TOBACCO FREE AND CANNOT USE TOBACCO PRODUCTS ON OR OFF DUTY**

12-06-18

09-02-16

08-07-13

08-25-12      Fire Battalion Chief

09-19-05

01-14-04

09-30-03

04-01-98

09-03-91      Battalion Chief