

CITY OF SALINAS

**BATTALION CHIEF
EMS/TRAINING**

**BARGAINING UNIT/CLASS CODE:
FIRE SUPV. / 033**

DEFINITION

To perform professional, managerial and supervisory duties for the Fire Department; directs, supports, coordinates, and provides all aspects of training to all members of the Fire Department; may serve as relief Battalion chief on any assigned platoon; and may serve as incident commander on emergencies and functional manager of the department's EMS and Training Divisions. Coordinates and maintains an effective pre-hospital care program that delivers excellence in patient care, while meeting Monterey County EMS requirements; monitors EMS and operational field performance; works closely with department personnel, including fire department Medical Director, to provide in-house medical control, training and quality improvement programs through positive professional interaction. May work as Fire Department liaison with private transport provider; assists ambulance provider as identified in contractual agreement.

SUPERVISION RECEIVED AND EXERCISED

Report to and receives general direction from the Fire Chief and Deputy Chief of Operations. Exercises direct supervision and management of personnel, department-wide programs and administrative projects.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

May direct and supervise fire suppression, emergency medical services and hazardous material response and general service responses and activities. Train and supervise fire suppression personnel in the performance of non-fire activities. May direct emergency operations as the Incident Commander, or perform other ICS functions/positions at emergency incidents. Perform as a strike team leader or fill other ICS function/position for both in-county and out of county requests. Provide supervision, training, evaluation, counseling and discipline of employees, and prescribe plans for performance improvement. Take appropriate personnel actions regarding subordinates' job performance. Provide technical assistance to Fire Captains and other staff in the completion of their work assignments. Interpret, explain and enforce Fire Department policy, procedures and directives. Prepare written and oral reports as directed. Assist with various program activities as assigned. Prepare reports to the Fire Chief/Deputy Chief regarding budget and expenditure items. May inspect stations and companies for operational readiness. Monitor company compliance with department-wide training schedule, records, and/or objectives. Establish and maintain rapport with local fire departments, Monterey County Fire Chiefs Associations, participate and/or facilitate EMS/suppression-oriented and inter-agency task forces and committees. Review daily quality improvement program and Pre-hospital Care Reports. Maintain files on firefighter paramedics and firefighter EMTs to ensure current certification in accordance with County and State standards. Coordinate and schedule continuing education opportunities including field care audits, field observations, ride-alongs, attendance at required meetings, interaction with base hospitals and other agencies. Prepare statistical and EMS program reports. Establish and maintain rapport with ambulance providers, Monterey County EMS Agency and other interfacing agencies. Administers the department EMS and Training program budgets. Purchase, evaluate, inventory and preventive maintenance of emergency medical supplies and equipment. Develop and arrange EMS drills and multi-casualty incident exercises. Act as Infection Control Officer for the Fire Department. May be required to work or respond evenings, weekends or holidays for the purpose of attending meetings, drills or special fire department events. May occasionally serve as Deputy Chief of Operations, as assigned. Perform other related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical mobility to sit, stand, walk, crawl, kneel, crouch, squat, lay on back or stomach, climb and balance, reach at shoulder length and above shoulder length, push, pull, twist and rotate for periods of between five

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minutes to two and one-half hours per eight hour shift. Stamina to walk, and stand wearing protective equipment weighing up to 65 pounds for intermittent periods of time. Physical agility to walk over uneven, wet surfaces, push/pull, squat, twist, turn, bend, stoop, climb and reach overhead. No severe allergic reactions to dust or pollen. Manual dexterity of neck, wrists, waist, hands and fingers sufficient to wear respirators and other protective gear. Hearing and speaking ability sufficient to converse over the telephone, two-way radio and in person often over the noise of machinery and traffic, to detect and describe noises in machinery or to hear running water. Ability to distinguish colors to recognize flame, smoke, hazardous materials placards and skin signs. Mental acuity to act under stress in life threatening situations, and to maintain calm efficient judgment in serious situations involving quick action or mental stress.

WORKING CONDITIONS

The EMS/Training Battalion Chief will share its work environment between an office setting and the field, or one that requires use of a passenger vehicle making frequent stops to various emergency scenes, departments and City facilities. While providing training or acting in an ICS role, will have to wear the personal protective gear related to fire suppression and could be required to use the self-contained breathing apparatus. Ability to work outdoors and be subject to all weather conditions, with a potential exposure to heat, smoke and potentially hazardous conditions. The EMS/Training Battalion Chief must be able to respond physically to alarms for help from a standstill or sleep in a matter of seconds. Must be able to walk on slippery surfaces and uneven terrain. On occasion may have to drive long distances to attend training or respond to out of county assignments.

This position works in constant flux between a business office working environment and field emergency response operations, subject to sitting at a desk or standing for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Ability to respond to emergency situations in the field, in all weather conditions.

QUALIFICATIONS

Knowledge of:

Principles, practices and techniques of modern fire suppression, emergency medical services, pre-hospital care, training, fire prevention and fire cause and origin determination. Common and/or specific practices and procedures employed in emergency medical services and paramedic programs. State and local laws, ordinances and regulations that govern the Fire Department in emergency response. Fire apparatus, equipment, tools, devices, facilities and their proper utilization and maintenance requirements. Principles and practices of supervision and personnel resource allocation. Training methodology and techniques, data collection and analysis, medical quality improvement programs and case reviews. Principles and practices of the Fire Department operations, organization and management. Incident Command System (ICS), fire tactics and strategy and major incident operations. Hazardous materials, response techniques, fire alarm systems and water system maintenance. Principles of hydraulics, chemistry as applied to firefighting.

Ability to:

Lead and direct the operation of personnel and equipment under both routine and emergency conditions. Research and evaluate complex data and problems, analyze information, critical situations, policies, and procedures and recommend effective implementation. Exercise independent judgment and initiative. Read, interpret and apply Monterey County medical policies, protocols and procedures. Develop and maintain cooperative working relationships with a variety of agencies, boards, commissions and committees with varying interests and political agendas. Effectively manage assigned programs and/or projects including administering the assigned budget and staff. Establish and maintain tactful and effective working relationships with staff, City officials, state and local authorities, those contacted through the course of work and the general public. Properly interpret, support and enforce the rules, regulations and policies of the Fire Department. Compile costs, prepare budgets and interpret statistical data. Learn City streets and geography. Develop and implement goals, objectives, policies and procedures, as directed. Supervise, train, motivate,

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evaluate, counsel and discipline assigned staff. Perform and instruct a wide variety of firefighting/EMS procedures in both field and class room settings. Communicate clearly and concisely, orally and in writing.

License or Certificate

Possession of valid California Driver's license. Current ACLS and BCLS certificates. State of California Paramedic License National Registry Paramedic or licensed Registered Nurse. California State Board of Fire Services (CSBFS) Fire Instructor 1 and Fire Officer Certification. CSBFS Chief Officer and Fire Instructor 2 certification is desired.

Special Requirements

May be required to work unusual hours and respond to fire/emergency calls within a reasonable response time as required by Fire Department policy.

Education and Experience

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties would be any combination equivalent to an Associate of Science degree in Fire Protection Technology and seven (7) years of municipal firefighting experience, three and one-half years of which must be as a fire officer in the Salinas Fire Department, three years as a Paramedic and five years active experience in Emergency Medical Service working with pre-hospital care personnel. Knowledge of quality improvement programs and project management is desirable.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 7-05