



## Job Description

Job Title: Battalion Chief	Date Created: 10/2019
Department: Fire	Date Revised:
Job Code: 18.4511	Bargaining Unit: FSA
	FLSA:

**Summary of Duties:** To plan, organize, direct, and control the activities and operations of a platoon and/or division within the Fire Department including, but not limited to, operations, suppression, fire prevention, emergency medical services, disaster preparedness, training, and administration; to coordinate assigned activities with other fire department platoons and divisions, city departments, and outside agencies; to serve as incident commander of major emergencies and provide emergency management support to the Emergency Operations Center; and to provide highly responsible and complex administrative support to the Fire Chief.

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

### EXAMPLES OF ESSENTIAL JOB FUNCTIONS

1. Direct and supervise fire suppression, emergency medical services, hazardous material responses, and general service responses and activities.
2. Direct and supervise fire suppression personnel in the performance of non-fire activities.
3. Direct emergency operations as the Incident Commander of emergency incidents, or perform other ICS functions/positions at multi-alarm emergency incidents.
4. Perform as a strike team leader for in-county strike teams.
5. Once qualified, may perform as a strike team leader for out of county strike teams.
6. Organize and assign personnel within an assigned platoon or division.
7. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
8. Take appropriate personnel actions regarding subordinates' job performance.
9. Select, train, motivate, and evaluate fire department personnel; provide or coordinate personnel training; work with employees to correct deficiencies; implement discipline and termination procedures as necessary.
10. Provide technical assistance to Fire Captains and other staff in the completion of their work assignments.
11. Interpret, explain and enforce Fire Department and city policies, procedures, directives, and codes.
12. Prepare and review daily status, accident and injury, damage, training, safety, inspection, pre-plan and incident reports.
13. Prepare written and oral reports as directed and/or needed.
14. Assist with various program activities as assigned.
15. Prepare reports to the Fire Chief and/or Deputy Chief regarding budget and expenditure items.
16. Review and approve National Fire Incident Reporting System (NFIRS) reports and recommendations.
17. Inspect stations and companies for operational readiness.
18. Monitor company compliance with departmental-wide training schedule and/or objectives.
19. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
20. Establishes and maintains rapport with local fire departments, Monterey County Fire Chief Associations, participate and/or facilitate suppression-oriented and intra and inter-agency task forces and committees.

21. Attend, participate, and represent the fire department in professional group meetings; stay current on new trends and innovations in the field of fire suppression, fire prevention, and fire service administration.
22. Represent the department on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
23. Oversee and participate in the development and administration of the fire department budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments as required.
24. May be assigned to either a platoon schedule (56 hour workweek) or a traditional or modified 40-hour workweek depending on the needs of the department.
25. May occasionally serve as Deputy Chief of Operations, as assigned.
26. Perform related duties and responsibilities as assigned.

**Minimum Qualifications:**

**Knowledge of:**

- Principles, practices and techniques of modern fire suppression, emergency medical services, training, fire prevention and fire cause and origin determination.
- 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.
- 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.
- Programs associated with disaster preparedness and safety.
- Public education principles.
- Principles, practices, and methods of handling, transporting, and storing of hazardous materials.
- Basic construction methods and materials.
- Principles and practices of budgeting, purchasing, and records management.
- Research methods and analysis techniques.
- Principles of management, supervision, leadership, and customer service.
- City personnel policies and labor contract provisions.
- Communications practices; use of verbal and written communications methods and best practices.
- Safety equipment related to the fire service.
- Information systems applications related to fire department operations.

**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.
- 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, evaluate, counsel and discipline assigned staff.
- Communicate clearly and concisely, orally and in writing.

**Education:**

1. An Associate's Degree (A/S) or 60 units from an accredited college or university\* in fire science, business administration, public administration, or related field.
2. A Bachelor's Degree (B/A or B/S) from an accredited college or university in fire science, business administration, public administration or related field is highly desirable for initial promotion. Completion of a Bachelor's Degree is required within three (3) years of appointment. Failure to meet this education requirement and completion of the Chief Officer Certification will result in the candidate not advancing to the top step (6<sup>th</sup>) in pay and payment of the five percent (5%) Chief Officer Certification pays until these provisions are completed. The Fire Chief will have the discretion on award of the related field(s) of study for degree requirements.

\*An accredited college or university shall be defined as those institutions that are approved by a Regional Accreditation Entity.\*

**Experience:** Ten concurrent years of progressively responsible municipal firefighting experience, five (5) of which must be as a Fire Captain in the Salinas Fire Department and have a minimum of two (2) years of suppression apparatus experience.

**Licenses and Certifications:**

- Possession of valid (Class C) California Driver's license and the ability to maintain insurability under the City's vehicle insurance policy.
- Possession of a valid State of California Emergency Medical Technician – Defibrillator (EMT-D) and valid CPR certificate.
- Possession of California State Fire Training (SFT) Fire Officer Certification or equivalent.
- Possession of Incident Command System (ICS) 400 Certificate.
- Possession of National Incident Management System (NIMS) 700 and 800 certificates.
- Possession of California SFT Chief Officer certification within two (2) years of appointment.
- Possession of a California SFT Instructor certification within six (6) months of appointment.
- Possession of Hazardous Materials On-Scene Commander Certification within one (1) year of appointment.
- Employee must complete AB 1825 Sexual Harassment Prevention Training within six months of appointment and every two years thereafter.

**Special Requirements:** May be required to work unusual hours, nights, weekends, and holidays. While off duty, may be required to respond to fire, emergency, or local disaster incidents as required by Fire Department Policy.

**Physical Demands and Working Conditions:** 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 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. Physical strength to lift or carry

65 pounds or less. 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:** A Battalion Chief will predominantly work in an office environment, or one that requires use of a passenger vehicle making frequent stops to various Department and City facilities. On occasion, while acting as the Incident Commander, will have to wear the protective gear related to fire suppression and be required to use the self-contained breathing apparatus. On occasion, the Battalion Chief will be working outdoors and be subject to all weather conditions, with a potential exposure to heat, smoke and potentially hazardous conditions. The 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 as a strike team leader.