

FIRE BATTALION CHIEF

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Fire Services

REPORTS TO: Deputy Fire Chief

CLASS SUMMARY

Under administrative direction, commands and directs emergency and non-emergency activities of all personnel, stations and equipment in a fire battalion on an assigned shift.

DISTINGUISHING CHARACTERISTICS

The Fire Battalion Chief is the fourth level in a six-level firefighter series. The Fire Battalion Chief is distinguished from the Fire Lieutenant and Fire Captain by its responsibility for supervision of all phases of a battalion operation, rather than at a single fire station. The Fire Battalion Chief is distinguished from the Deputy Chief of Operations who functions as a division head with overall responsibility for programs, policy and operations of a major division of the fire department and who may assume the duties of the Fire Chief in his absence.

TYPICAL CLASS ESSENTIAL DUTIES

- Supervises two or more full-time staff to include prioritizing and assigning work; monitoring and managing performance and conducting performance evaluations; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations.
- Manages, directs, plans, organizes and coordinates the operations of fire companies in a fire battalion on an assigned shift in accordance with division directives.
- Assigns personnel, equipment and apparatus to maintain 24-hour optimal readiness.
- Conducts and evaluates multi-company drills.
- Directs multiple companies during responses to emergency fire, medical, hazardous material, rescue and mutual aid incidents.
- Provides a consistent and comprehensive flow of information to and from assigned battalion members.
- Assures that all companies on the assigned battalion are kept informed and understand and adhere to all department operations, programs, policies, procedures and assignments.
- Provides feedback to senior staff and program managers from company members to identify problems and communicate solutions.
- Coordinates activities with other battalion chiefs, program managers and staff, striving for consistency throughout the organization.
- Visits fire stations to keep informed on activities and share information.
- Conducts post-incident critiques.
- Investigates and resolves citizen complaints.
- Participates in the performance evaluation process, including counseling, monitoring of subordinates, and investigation and documentation of issues.
- Evaluates training needs of battalion personnel and makes appropriate recommendations for maintenance of skills and remedial skill training.
- Supports training officers in all training programs.
- Coordinates repair or alteration to station facilities, grounds and equipment.
- Makes recommendations regarding capital purchases and facility improvements.
- Manages, through company officers, fire and life safety and hazardous materials inspection activities.
- Oversees daily personnel staffing assignments and roster.
- Represents the department and the County at various community meetings and events.
- Researches and prepares reports for presentations.
- Prepares and maintains a variety of records and manuals.
- Oversees departmental activities at emergency scenes, which includes serving as incident commander, assessing situations and determining tactical objectives, and evaluating performance and making suggestions for future activities.
- Assists Deputy Chief with enhancement of the County's fire protection system by participating in committee activities and managing special projects.

FIRE BATTALION CHIEF**TYPICAL CLASS ESSENTIAL DUTIES CONTINUED**

- Represents the department at special events including parades and open houses.
- Participates in ongoing firefighting, rescue and emergency medical training.
- Conducts initial fire investigation regarding fire cause.
- Provides after hour fire code enforcement activities.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Designated positions will be responsible for 24-hour shifts, which also involves responsibility for the management of all Operations Division personnel after regular business hours and on weekends and holidays. These positions will be compensated accordingly with a pay zone differential.

KNOWLEDGE AND SKILLS

Knowledge of:

- General principles of fire science;
- Basic principles of rescue;
- Emergency management techniques;
- Hazardous materials management techniques;
- Emergency medical practices;
- Departmental policies and practices;
- Local and state fire ordinances;
- Supervisory principles;
- Federal and state firefighter training requirements.
- Fire investigative practices

Skill in:

- Supervising rescue and fire suppression operations and maintaining managerial control in extremely stressful conditions
- Performing a broad range of supervisor responsibilities over others;
- Observing or monitoring people's behavior, or objects to determine compliance with prescribed operating or safety standards;
- Report writing, project and workload planning;
- Planning, organizing and directing a large group of employees through subordinate supervisors;
- Analyzing complex emergency response and operations problems, developing sound alternatives and making effective recommendations and decisions under both emergency and non-emergency circumstances;
- Effectively motivating, supervising and eliciting the cooperation of others;
- Maintaining discipline, and commanding the respect of subordinate supervisors;
- Preparing and making presentations;
- Using a computer and related software applications;
- Driving a vehicle;
- Supervising and evaluating employees;
- Working cooperatively with other County employees and the public;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE

Associate's Degree in Fire Science or related field and seven years of progressively responsible firefighting experience, including two years supervisory experience, preferably at the captain level; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

FIRE BATTALION CHIEF

LICENSING/CERTIFICATION

- Class B NC Driver's License;
- NC Firefighter II;
- NC Fire Instructor Level II;
- EMT;
- NC Emergency Vehicle Driver Certification within 90 days of employment;
- NC Fire Inspector Level I within 1 year of employment and NC Fire Officer Level I certifications within 2 years of employment.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.

GENERAL INFORMATION

FLSA Status: Exempt

Class Spec Established/Revised: E4/06