

## FIRE FIGHTER BATTALION CHIEF

### NATURE AND VARIETY OF WORK

This is senior level supervisory and administrative management fire fighting service work. Incumbents in this position typically have overall responsibility for managing, supervising, and controlling/coordinating the operations of the professional and volunteer fire personnel in the assigned company/battalion. Positions in this class of work are responsible for training subordinates in specialized areas, performing assigned management duties and responsibilities, and acting in the absence of a Major. Incumbents in this class exercise an extensive degree of independent judgment and action in the performance of duties and responsibilities within the scope of departmental policies and procedures. Work is performed under the general supervision of a Major. Performance is evaluated through analysis of reports and observations of the effectiveness and efficiency of fire/EMS activities, and operation of the assigned battalion, the incumbents use of personnel, and equipment while adhering to established departmental policies, procedures and regulations.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Responds to and directs Fire/EMS operations at emergency sites.

Exercises full responsibility for the supervision and management of an assigned battalion.

Exercises a full range of supervisory duties and responsibilities over subordinate positions.

Responds to and directs the operation at emergency sites.

Reviews, writes, evaluates and makes recommendations on policies, procedures and reports.

Writes various correspondence, as needed, and reviews reports in draft.

Reviews personnel paper work (i.e. disciplinary action, accident and injury reports, timesheets) related to the assigned battalion.

Manages the transfer of equipment to maintenance shops.

Oversees and/or conducts the physical inspections of all assigned stations.

Inspects assigned districts, streets, alleys, and building below ground water systems and any changes made within the assigned battalion.

Establishes and maintains effective working relationships with the general public, elected officials, supervisors and subordinates.

Uses tact and diplomacy when dealing with internal and external customers.

May participate in the community inspection of business establishments, churches, school residences and other buildings for fire/EMS safety hazards.

Reviews and maintains inspection records and reviews and/or prepares reports relating to the assigned battalion.

Conducts classes in fire/EMS related subjects for personnel.

Assists in the process of departmental budget preparation.

Represents supervisor at Fire/EMS Department and public functions.

Researches and analyzes complex data to prepare in-depth reports and projects.

Approves requisitions for battalion purchases.

Supervises, plans, directs, and/or conducts pre-plan inspections.

Conducts hearings on violations of County fire codes, rules and regulations.

Proposes, directs and implements the apparatus maintenance programs at the battalion level.

Acts in the absence of supervisor.

Trains subordinates in specialized areas.

Serves as a member of promotional boards within and outside of the County.

Arranges for and coordinates specialized training requirements that are not available in the County for County fire/EMS personnel.

Attends various civic, public and Council of Government meetings.

Conducts and participates in public service projects.

Makes recommendations for new/old road maps.

Meets with other jurisdictions to coordinate accidents/incidents in common areas.

Uses available technology and software programs to perform technical and administrative duties and responsibilities.

Prepares and delivers complex presentations at departmental meeting and to the public.

Ensures that all subordinate personnel maintain all certification required for working title.

Maintains physical strength and agility requirements and general medical standards as specified.

Maintains all certifications required for working title.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of firefighting and /or EMS techniques principles, practices and procedures.

Extensive knowledge of contemporary policies and procedures affecting fire/EMS services.

Extensive knowledge of academic subjects related to delivering Fire/EMS services.

Extensive knowledge of human resources management.

Extensive knowledge of the operations and maintenance of various types of apparatus and equipment used in firefighting and/or EMS service delivery and the ability to supervise the effective use of such equipment and apparatus.

Extensive knowledge of the principles and practices involved in instructing and training fire/EMS personnel.

Extensive knowledge of County geography and critical areas related to fire/EMS service delivery.

Ability to manage subordinates of diverse backgrounds.

Ability to deal with and understand various types of people with varying backgrounds.

Ability to deal with subordinate, peers and the general public using tact and diplomacy.

Ability to communicate effectively both orally and in writing.

Ability to remain calm, make effective decisions under stress and in emergency situations.

Ability to maintain accurate records and prepare effective reports.

Ability to lead, supervise, delegate and monitor subordinate activities.

Ability to assist in policy development, implementation and modification.

Ability to meet and maintain physical strength and agility requirements and general medical standards as specified.

Ability to learn to effectively operate technology associated with the operation and delivery of emergency services.

Ability to meet and maintain physical strength and agility requirements and general medical standards as specified.

#### MINIMUM QUALIFICATIONS

| <b>Anticipated Exam Date</b> | <b>Anticipated Period for Certificate of Eligibles</b> | <b>Minimum Qualifications To Take the Test</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fall 2006                    | 1/01/07 – 12/31/08                                     | <ul style="list-style-type: none"> <li>➤ PGFD Career Recruit School for Fire Fighters</li> <li>➤ Classified as a Captain (Y05) for a period of not less than two (2) years as of 1/01/07</li> <li>➤ National Certification Fire Officer II</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Fall 2008                    | 1/01/09 – 12/31/10                                     | <ul style="list-style-type: none"> <li>➤ PGFD Career Recruit School for Fire Fighters</li> <li>➤ Classified as a Captain (Y05) for a period of not less than two (2) years as of 1/01/09</li> <li>➤ National Certification Fire Officer III</li> <li>➤ 30 college credits to include * <ul style="list-style-type: none"> <li>English Composition II or equivalent</li> <li>Mathematics for the Liberal Arts or College Algebra or equivalent</li> <li>Public Speaking or Business Communications or equivalent</li> <li>Social Science or equivalent</li> <li>Human Resource Management or equivalent</li> <li>Principles of Management or equivalent</li> <li>Managing Workplace Diversity or equivalent</li> <li>Leadership Development or equivalent</li> </ul> </li> </ul> |
| Fall 2010                    | 1/01/11 – 12/31/12                                     | <ul style="list-style-type: none"> <li>➤ PGFD Career Recruit School for Fire Fighters</li> <li>➤ Classified as a Captain (Y05) for a period of not less than two (2) years as of 1/01/11</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|           |                       | <ul style="list-style-type: none"> <li>➤ National Certification Fire Officer IV</li> <li>➤ 60 college credits to include * <ul style="list-style-type: none"> <li>English Composition II or equivalent</li> <li>Mathematics for the Liberal Arts or College Algebra or equivalent</li> <li>Public Speaking or Business Communications or equivalent</li> <li>Social Science or equivalent</li> <li>Human Resource Management or equivalent</li> <li>Principles of Management or equivalent</li> <li>Managing Workplace Diversity or equivalent</li> <li>Leadership Development or equivalent</li> </ul> </li> </ul>                                                                                                                                                            |
| Fall 2012 | 1/01/13 –<br>12/31/15 | <ul style="list-style-type: none"> <li>➤ PGFD Career Recruit School for Fire Fighters</li> <li>➤ Classified as a Captain (Y05) for a period of not less than two (2) years as of 1/01/13</li> <li>➤ National Certification Fire Officer IV</li> <li>➤ 60 college credits to include * <ul style="list-style-type: none"> <li>English Composition II or equivalent</li> <li>Mathematics for the Liberal Arts or College Algebra or equivalent</li> <li>Public Speaking or Business Communications or equivalent</li> <li>Social Science or equivalent</li> <li>Human Resource Management or equivalent</li> <li>Principles of Management or equivalent</li> <li>Managing Workplace Diversity or equivalent</li> <li>Leadership Development or equivalent</li> </ul> </li> </ul> |
| Fall 2014 | 1/01/15 –<br>12/31/16 | <ul style="list-style-type: none"> <li>➤ PGFD Career Recruit School for Fire Fighters</li> <li>➤ Classified as a Captain (Y05) for a period of not less than two (2) years as of 1/01/15</li> <li>➤ National Certification Fire Officer IV</li> <li>➤ 60 college credits to include* <ul style="list-style-type: none"> <li>English Composition II or equivalent</li> <li>Mathematics for the Liberal Arts or College Algebra or equivalent</li> <li>Public Speaking or Business Communications or equivalent</li> <li>Social Science or equivalent</li> <li>Human Resource Management or equivalent</li> <li>Principles of Management or equivalent</li> <li>Managing Workplace Diversity or equivalent</li> <li>Leadership Development or equivalent</li> </ul> </li> </ul>  |