

BATTALION CHIEF

PURPOSE: This position exists to provide critical organization, supervision and ongoing management for assigned personnel, equipment and departmental operations. Additionally, this position shall perform the full range of firefighting duties, including combating, extinguishing and preventing fires, and protecting life and property, and leading other assigned departmental firefighters throughout the entirety of fire response events. For purposes of scheduling, this position is classified as a 56-hour workweek position. This is an exempt position.

SUPERVISION RECEIVED: Works under the direction of the Fire Chief who reviews work for conformance with established policies, rules and standards. Independence of action is essential.

SUPERVISION EXERCISED: As a supervisory-level employee, it is expected this position will embrace flexibility in carrying out responsibilities and possess overall administrative and supervisory authority of other assigned full-time staff, city employees, volunteers and work-study students.

TYPICAL EXAMPLES OF WORK: Any single position in this class will not usually perform all the duties listed and some positions may involve duties which are not listed.

1. Coordinates, plans, supervises and evaluates the activities of a specific divisional area within the Fire Department. Acts as officer in charge of personnel and apparatus on an assigned shift.
2. Serves as a member of the Fire Department's executive management team and participates in the development of goals, objectives, policies and procedures.
3. Maintains effective communications with subordinate personnel, provides related information on new rules, regulations and policies. Performs personnel evaluations and counsels employees to improve performance. Recommends actions to the Chief, including hiring, firing and disciplinary actions. Issues oral and written reprimands. Investigates employee grievances and makes recommendations of outcome to the Chief.
4. Responds to fire alarms; makes decision as to methods of combating fires and performing rescue operations; directs firefighting and rescue operations until relieved by a higher ranking officer; while in command, orders additional equipment and personnel as needed. Acts as Public Information Officer in absence of Fire Chief.
5. Directs cleanup work after the fire has been extinguished; supervises the immediate cleaning and maintenance of equipment and apparatus after the fire, assuring its readiness for immediate future use.
6. Prepares, plans, and assigns schedules for cleaning, repair and maintenance of fire equipment, apparatus, buildings, fixtures, furnishings and grounds; coordinates periodic testing of fire hydrants, equipment and apparatus.
7. Plans and directs the training of personnel in firefighting and rescue techniques, methods, equipment operation, fire codes, regulations and other related subjects; makes periodic reports.

8. Plans and directs pre-fire surveys of buildings within the fire district, prepares floor plans locating important features that would be value in fighting a fire in the building; refers unusual fire hazards to the Fire Chief.
9. Assists with preparation of department budget; preparation of specifications for major purchases; secures bids and analyzes results, recommends acceptance or rejection of bids. Keeps records of expenditures.
10. Investigates and resolves citizen complaints.
11. Assists in the testing and selection of new personnel and department promotions. Makes recommendations for new hires and promotions to the Chief.
12. Periodically makes public appearances and speaks on fire safety and fire awareness.
13. Coordinates needed work with other City departments as necessary.
14. Related duties as assigned.

MINIMUM QUALIFICATIONS:

Must possess a high school diploma or G.E.D.

College degree in Fire Science desired

Five years increasingly responsible experience within the fire service.

Physical condition sufficient to perform all duties of the position.

Considerable knowledge of the ICS and strong fire prevention background.

Possession of valid Oregon Driver's License by time of employment.

Demonstrated ability to effectively manage the EMS program and personnel.

Possession of a valid Oregon Emergency Medical Technician Basic certification.

Demonstrated ability to effectively manage and supervise personnel and maintain discipline.

Ability to train, supervise and evaluate subordinates.

Ability to plan for and deploy emergency equipment.

Ability to establish and maintain effective working relationships with City personnel, other Fire Department Staff and the general public.

Ability to communicate effectively, both orally and in writing.

Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may substitute for the above.

Post-offer physical.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

KNOWLEDGE, SKILL AND ABILITY:

Thorough knowledge of fire department policy, rules, regulations and geography of the area and the location of hydrants and water sources of the area.

Considerable knowledge of modern firefighting and rescue principles, techniques, practices and procedures. Considerable knowledge of the operation and maintenance requirements of the various types of fire equipment and apparatus. Considerable knowledge of the principles and practices involved in instruction and training of firefighting personnel, together with the ability to apply them to specific training problems. Considerable knowledge of the principals and practices of municipal fire

department administration. Considerable knowledge of the rules and regulations governing the Fire Department and the City.

Ability to exercise sound judgment often in emergency situations. Ability to prepare reports and keep records. Ability to work effectively with the public, other agencies and other employees.

ESSENTIAL FUNCTIONS:

The duties of a Battalion Chief include, but may not be limited to, performance of the following physical activities:

1. Operating passenger vehicle.
2. Operating large firefighting motorized trucks and engines.
3. Use various size and shape of hand tools.
4. Standing for various periods of time.
5. Walking in all types of terrain including uneven and cluttered surfaces.
6. Bending.
7. Stooping.
8. Crouching.
9. Sitting.
10. Pushing and pulling items of various size and weight.
11. Reaching above shoulder height and to ground level.
12. Climbing various equipment including stairs, ladders, ropes, buildings and some precarious locations.
13. Grasping.
14. Hearing alarms and radio transmissions.
15. Identifying colors and shapes in all types of lighting.
16. Maintaining balance and remaining upright.
17. Writing reports, reading reports and speaking with employees and the public.
18. Seeing.
19. Accurate and timely mathematical and reading comprehension.
20. Ability to respond to alarms in an efficient, calm manner.
21. Ability to remember and follow procedures and operational guidelines.
22. Ability to swiftly input situational data and organize proper response.
23. Ability to perform multiple tasks with interruptions.
24. Ability to learn in a classroom setting and retain information.

Working Conditions include but are not limited to:

1. Exposure to inside temperature extremes.
2. Exposure to sun.
3. Exposure to outside temperature.
4. Dampness.
5. High humidity.
6. Noisy work areas.
7. Work at heights.
8. Work on ladders.
9. Work in confined space.

10. Work in crowded areas.
11. Working alone.
12. Exposure to noxious odor.
13. Wearing helmets.
14. Wearing safety glasses.
15. Wearing earplugs – muffs.
16. Wearing rubber boots.
17. Exposure to bee stings.
18. Exposure to poison oak.
19. Exposure to fumes.
20. Exposure to tobacco smoke.
21. Exposure to other smoke.
22. Working long hours.