

**BATTALION CHIEF**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses highly responsible supervisory positions in fire department operations, the primary duties of which are responding to emergency calls, taking command of the scene until relieved and supervising fire suppression personnel on an assigned shift. Employees of this class assist superior officers in training fire department personnel and organizing personnel operations. Battalion Chiefs have the authority to work independently and have their work reviewed by the Assistant Fire Chief. This class ranks directly below that of the Assistant Fire Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the suppression division of the fire department by supervising and coordinating the activities of Fire Captains and Firefighter/Operators. Responds to fire and emergency calls for which the department is answerable and commands all firefighting and rescue operations. Oversees subordinate personnel at the scene of an emergency and takes charge of all safety procedures upon arrival. Supervises and personally acts as part of the fire attack team. Oversees first aid operations and emergency medical services at the scene. Supervises the handling of emergencies involving hazardous materials. Provides for the needs of firefighting personnel and maintains communications between the fire scene and other emergency responders at an incident. Participates in the investigation of suspected arson by ensuring the security of the fire scene and assisting arson investigation personnel as needed.

Ensures adequate staffing levels by assigning work schedules and approving leave for subordinates. Coordinates with Fire Captains on daily tasks to be performed and assigns duty areas as needed. Regularly inspects the appearance of assigned equipment and personnel for compliance with departmental standards. Oversees and evaluates the work performance of subordinates. Counsels subordinates regarding the quality of their work and discusses such performance with superiors. Writes employee evaluation reports. Works with superiors to promote peace and harmony by counseling employees who are experiencing work problems and ensuring that discipline is maintained. Holds meetings with department personnel in order to delegate authority, receive reports, release information, or to resolve employee complaints and grievances.

Participates in and assists superior officers with the training of

subordinate employees in all aspects of basic firefighting, including driving fire equipment, fire attack, rescue, ventilation, salvage, overhaul and supervision. Oversees and provides informal or on-the-job training for new employees. Assists in conducting drills and evolutions with apparatus or equipment. Provides assistance to subordinates in technical areas of work. Obtains professional fire certifications as required by departmental policies.

Writes reports and completes any forms and records required. Oversees the preparation of records and reports for the suppression division by reviewing documents completed by subordinates. Aids superior officers in the preparation of expenditure estimates and in gathering information for the budget. Supervises the general care and maintenance of communications equipment or any other specialized equipment operated by the department.

Works with superior officers to evaluate the effectiveness of suppression operations and make improvements as needed. Recommends and sets goals for the fire suppression division in order to improve emergency response operations and ratings. Participates in the research and planning for programs and activities of the department. Collaborates with superiors to organize departmental operations related to personnel, equipment, and apparatus. Keeps informed on modern firefighting methods and administrative practices. Provides for public safety by coordinating the work of the department with related federal, state and local agencies, releasing information and giving assistance when needed. Monitors and evaluates local conditions which may become fire or safety hazards.

Assists in the coordination of special projects related to public relations or the image of the fire department. Supervises the collection of information for pre-fire planning by ensuring familiarity with all area features which might become important in a fire or emergency situation. Informs the public about the work of the fire department by means of talks, demonstrations, and distribution of literature to schools, civic groups, and citizens. Oversees and conducts tours of department facilities for school and civic groups. Answers questions for the public about the operation of the fire department or any related areas of emergency services.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class,

must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Captain immediately preceding closing date for application to the board.