

## **BATTALION CHIEF/FIRE MARSHAL**

### **DEFINITION**

Under administrative direction, assists in planning, organizing, coordinating, and directing both emergency and non-emergency activities of the Fire and Emergency Services Department; reviews the work of staff performing difficult and complex technical and office support duties related to fire prevention and other departmental functions; performs professional work such as analyzing cost, revenue, and relevant economic data; maintains and improves related systems; assumes responsibility for a variety of programs, projects, and special assignments; performs fire prevention and inspection functions oversees arson investigations; and performs other duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Fire Chief and/or Deputy Fire Chief. Directly or indirectly supervises lower-level classes within the department.

### **CLASS CHARACTERISTICS**

The Battalion Chief Fire Marshal organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Fire Chief in a variety of areas. Incumbents are accountable for accomplishing departmental goals and objectives within policy and procedural guidelines. Responsibilities include, but are not limited to: managing effective fire prevention initiatives; implementing public education programs; administering the fire prevention budget; managing the fire prevention records management system; coordinating code enforcement; overseeing the review of building construction and fire protection system plans for conformance to fire and life safety standards; coordinating fire prevention training; planning, coordinating, and directing the City's Disaster Preparedness Program and associated services; coordinating the activities of the department with those of other departments; providing work direction and assistance to department staff; participating in department management at the policy-making level; analyzing community needs and designing strategies to prioritize programs and services to meet them..

### **ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

- Oversees the development, implementation, and management of community risk reduction and disaster preparedness programs for the City.
- Ensures fire prevention programs are implemented and coordinated accordingly within the City's jurisdiction.
- Participates in fire suppression, medical emergencies, rescue, and hazardous materials spills and releases and related activities as needed.
- Assists in the development and implementation of goals, objectives, policies, procedures, and work standards for the department.
- Participates in planning, organizing, and directing personnel in training relating to community risk reduction, code enforcement, hazardous materials emergencies, disaster preparedness, fire

protection system operation, maintenance, repair and testing, and other departmental activities with a specific focus on fire prevention.

- Enforces fire safety standards in the construction, operation, and maintenance of commercial and industrial establishments, and in the storage and handling of hazardous chemicals, radioactive materials, explosives, and flammable liquids.
- Assists in compiling and administering the fire prevention budget for the department; conducts short and long-term departmental planning.
- Plans, schedules, assigns, supervises, and reviews the work of assigned staff, including periodic inspection of fire prevention equipment and facilities.
- Oversees fire prevention personnel training and mentoring; resolves personnel-related issues.
- Recommends selection of staff; authorizes discipline as required; provides policy guidance and interpretation.
- Performs complex and difficult support work within programmatic and procedural guidelines.
- Oversees processes and ensures adherence to quality standards.
- Reviews and researches a variety of reports, records, and documents; produces a variety of specialized reports; may develop report formats and utilize varied databases.
- Updates City records and procedures in assigned areas pursuant to changes in laws, City policies, and procedures, memorandums of understanding, and other pertinent rules and regulations.
- Confers with other departments on questions related to fire prevention and disaster preparedness activities.
- Conducts or directs various research studies, analyzes results, evaluates alternatives, makes recommendations, and prepares narrative and statistical reports.
- Plans and develops policies, procedures, and events for the department, including the development of code-based standards and guidelines.
- Advises and guides management to resolve problems and recommends solutions related to departmental or city-wide issues pertaining to fire prevention and disaster preparedness.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances, and other written materials.
- Confers with department representatives, other agencies, and employees regarding the administration and interpretation of department policies and procedures.
- Prepares designs, specifications, and cost estimates for assignments and projects.
- Provides quality control of City functions by reviewing reports, applications, studies, designs, and construction; carries out enforcement actions to ensure that the quality standards of the City are achieved.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules and regulations and resolves concerns.
- Attends meetings, conferences, workshops, and training sessions; reviews publications and materials to become and remain current on principles, practices, and new developments in emergency services.
- Acts as a liaison to other public agencies and private organizations relevant to assigned projects.
- Interacts with the public and community groups in response to complaints, requests for information, and conflict resolution; develops and participates in activities/programs with community partners.
- Meets with resident groups and attends City Council, commission, and various multi-agency committee meetings to represent the City's interests.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Fire protection and life safety systems.
- Technical fire protection and inspection practices and procedures.
- Federal, state, and local laws and regulations related to fire prevention.
- Disaster preparedness and safety.
- State and local codes, including Title 19 and Title 24 of the California Administrative Code, Uniform Fire Code, California Penal Code, and Uniform Building Code.
- Basic investigation principles.
- Principles, practices, and methods of handling, transporting, and storing hazardous materials.
- Basic construction methods and material.
- Administrative principles and practices, including goal setting, program development, and supervision of staff.
- Principles, practices, and procedures of modern firefighting and emergency medical services.
- Principles and practices of public agency budget development, administration, and accountability.
- Computer applications related to the work, including word processing, spreadsheet, and database applications.
- Techniques for providing a high level of customer service to public and City staff.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Standard office support practices and procedures, including the use of standard office equipment.
- Records management principles and practices.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff.

### **Skill in:**

- Assisting in developing and implementing goals, objectives, policies, procedures, and work standards.
- Overseeing and participating in the management of fire suppression, prevention, emergency medical services training, and disaster preparedness services and activities.
- Planning, organizing, scheduling, assigning, reviewing, and evaluating the work of staff.
- Selecting, training, and providing professional development to staff in work procedures.
- Interpreting, applying, and explaining complex laws, codes, regulations, and ordinances.
- Performing complex, analytical, and legal research work and analysis.
- Making accurate arithmetic, financial, and statistical computations.
- Using English effectively to communicate in person, over the telephone, and in writing.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Exercising discretion when performing tasks and deciding on a course of action.
- Preparing clear and concise reports, correspondence, policies, procedures, and other written materials.
- Using tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Effectively communicating with members of the public and a variety of City employees from different departments.
- Working in a team atmosphere and participating on a variety of city-wide committees to enhance the provision of City services.
- Effectively representing the department and the City in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Entering and retrieving data from a computer with sufficient speed and accuracy to perform assigned work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be seven years of increasingly responsible experience, three of which must be at a Captain level or above, and one of the following:

- Equivalent to graduation from a four-year college or university with major course work in a related field;
- Equivalent to an associate degree from an accredited college or university and completion of all Chief Fire Officer curriculum requirements; or
- Possession of a Chief Fire Officer certification issued by the Office of the State Fire Marshal, International Fire Services Accreditation Congress, or Pro Board.

**Licenses, Certifications, and Training:**

Requires the possession of the following:

- Company Officer certification issued by the Office of the State Fire Marshal
- Advanced Incident Command System for Command and General Staff (I-400)
- Valid CPR certificate
- Valid California class C driver license and a satisfactory driving record
- Hazardous Materials Incident Commander certification within one year of appointment, opportunities permitting

At the Fire Chief's discretion, the required certifications above may be substituted with other state and/or federal certifications for current Chief Officers with a minimum of two years of experience. If substituted, completion of a Company Officer certification issued by the Office of the State Fire Marshal must be completed within two years of appointment.

Possession of the following are desirable:

- Certifications:
  - Chief Fire Officer
  - Executive Chief Fire Officer

- Fire Marshal
- Plans Examiner
- Fire Inspector 1
- Fire Inspector 2
- Fire Investigator
- Qualification under the California Incident Command Certification System (CICCS) in one or more supervisory ICS positions

**Physical Demands:**

Must possess ability to work in a standard office environment, using a computer and keyboard often for extended periods of time; mobility to work in an emergency incident setting and use power and hand tools and equipment; mobility to function at various field sites; physical stamina to perform work at an emergency incident, work on uneven terrain and lift and carry equipment and materials weighing over 100 pounds; mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to operate a motor vehicle and to visit various City meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, over the telephone and a two-way radio.

**Other Requirements:**

Incumbents in this classification work a 40-hour week schedule but may on occasion be required to work unusual hours and respond to fire/emergency calls within a reasonable response time as required by department policy with little or no notice. Attendance at off-hours meetings and occasional travel are required. Due to the varied and unpredictable nature of the work, incumbents may also be required to work under the following conditions:

When responding to an emergency, incumbents may be subject to unpredictable interruptions of sleep periods during which they must function effectively, including directing the work of others in emergency situations. While performing many emergency-related duties, they are required to lift, carry and/or drag objects and/or equipment weighing up to 80 pounds; wear special protective clothing weighing up to 100 pounds; wear a self-contained breathing apparatus weighing up to 80 pounds for short or long distances and often in combination; lift and carry victims weighing up to 160 pounds, which requires use of the stomach and lower back muscles to support the body; be able to observe or monitor people and equipment to ensure compliance with safety standards; stand, sit, or walk for extended periods of time, unable to rest at will; use explosive strength, as in sprinting or jumping; walk over rough, uneven, or rocky surfaces; use arms above shoulder level; bend or stoop repeatedly or continually over time; use common hand tools, such as hammers, saws, and screwdrivers; be able to hear a variety of warning devices and alarms, gas leaks, and/or calls for help; operate mechanical rescue equipment and monitor proper safety techniques in the use of such equipment; and use precise arm hand positioning and movements, such as when operating a chain saw or using emergency medical rescue equipment.

Incumbents are exposed to a variety of weather conditions and are exposed to elements, including smoke, heat, flames, hazardous chemicals, and blood and other bodily fluids; they must tolerate very hot and very cold temperatures; work in small, cramped crawl spaces, areas where vision is limited, and/or at heights, including on roof tops and/or ladders; and distinguish among colors, including colors of smoke and flame, color coded equipment, hazardous materials identification placards, and wires, in order to identify or respond to potentially dangerous situations.

This class description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the class change.