

BATTALION CHIEF OPERATIONS

DEFINITION

Under administrative direction, assists in planning, organizing, coordinating, and directing both emergency and non-emergency activities of the Fire and Emergency Services Department; directs emergency scene operations where multiple resources are working; supervises subordinate staff members; administers and tracks budgets; 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 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 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 fire suppression, medical emergencies, rescue, hazardous materials spills and releases, fire code enforcement, and related activities.
- Assists in the development and implementation of goals, objectives, policies, procedures, and work standards for the department.
- Maintains optimal operational readiness of fire companies by planning, organizing, and directing personnel in training relating to firefighting tactics and strategy, fire prevention, code enforcement, hazardous materials emergencies, disaster preparedness, emergency medical services, equipment operation, maintenance, repair and testing, and other departmental activities.
- Assists in compiling and administering the budget for the department; conducts short and long-term departmental planning.
- Monitors the performance and behavior of crews and individuals; provides instruction to Fire Captains and fire companies.
- Plans, schedules, assigns, supervises, and reviews the work of assigned staff.
- 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 regarding emergency and non-emergency 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.
- Advises and guides management to resolve problems and recommends solutions related to departmental or city-wide issues.
- 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; performs enforcement actions to ensure the quality standards of the City are achieved.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.
- Attends meetings, conferences, workshops and training sessions, and 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 the assigned project and department.
- Interacts with the public and/or community groups in response to complaints, requests for information, and conflict resolution; develops and participates in activities/programs with community partners.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Emergency services operations and organizational practices.
- Current, widely accepted emergency response practices in the areas of medical, fire, hazardous materials, technical rescue, and Emergency Operations Center activation.
- Administrative principles and practices, including goal setting, program development, and supervision of staff.
- Modern safety practices within the fire service.
- 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 the 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, fire prevention, emergency medical services, 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.
- 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.
- Working in a team atmosphere and participating on a variety of citywide 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
- Fire Operations in the Urban Interface (S-205/S-215) or Company Officer 2E
- Ignition Operations (S-234/S-219)
- Basic Air Operations (S-270)
- Intermediate Wildland Fire Behavior (S-290)

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' experience. If substituted, completion of Company Officer certification issued by the State Fire Marshal must be completed within two years of appointment.

Possession of the following are desirable:

- Chief Fire Officer certification
- Executive Chief Officer certification
- 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 24-hour shift assignments, including weekends and holidays, and may be required to work overtime 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.