

BATTALION CHIEF

Definition:

Under general supervision, supervises, plans and coordinates assigned Fire Department operations, services and activities including fire suppression, fire prevention, inspections, in-service training activities and maintenance of equipment and facilities; coordinates assigned activities with other divisions, outside agencies and the general public; presents public education programs; provides responsible and complex staff assistance to the Fire Chief and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Coordinates the organization, staffing and operational activities for the division(s) assigned to include taking command of, responsibility for and management of forces at fires, rescues, disasters, hazardous materials and other emergency incidents.

Manages the resources of assigned division(s), programs and activities to ensure emergency response readiness and acceptable levels of maintenance and supplies.

Participates in the development and implementation of departmental goals, objectives and policies.

Participates in the selection, training, motivation and evaluation of assigned staff and recommends and/or implements disciplinary action.

Directs, coordinates and reviews work plans for assigned fire companies; meets with staff to resolve problems, assign activities and review and evaluate services, methods and procedures.

Coordinates, supervises and participates in apparatus and equipment inspection/testing and coordinates equipment maintenance and repair.

Coordinates suppression training to ensure provision of mandated training; schedules monthly training activities; coordinates joint training and provides specialty training.

Participates in budget development and administration, monitors assigned budgets, approves expenditures and makes adjustment recommendations.

Resolves grievances and/or participates in the grievance resolution process.
Reviews incident reports for completion and accuracy.

Coordinates assigned services and activities with other divisions/departments and outside organizations/agencies as needed.

Responds to and resolves inquiries and concerns from a variety of sources, investigates complaints of violations and determines cause(s) of fires.

Prepares or directs the preparation of a variety of materials to include comprehensive staff reports, correspondence and schedules.

Provides staff assistance to the Fire Chief and acts in the Fire Chief's absence as assigned.

Represents the City and the Fire Department at civic and other public functions and makes oral presentations.

Drives a vehicle on City business.

Responds to alarms off duty when called.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Drives/operates a fire engine and specialized equipment as needed.

Lifts and moves objects weighing 75 pounds or less, performs strenuous physical activities and in an emergency drags or carries victims.

Class Characteristics:

Battalion Chief is a multi-incumbent Fire Management class with duties related to the management of staff and resources involved with the protection of life and property under emergency situations.

Contacts and Relationships:

A Battalion Chief has substantial and continuing contact with other Fire Department staff, public relations contact with a variety of individuals including the public and additional contact with other City staff and other fire service agencies.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Principles and practices of budget preparation and administration.

Basic building construction materials, methods and techniques.

Operational characteristics and designs of automated fire protection systems, sprinkler systems, alarm systems, elevators and other related systems.

Effective fire prevention and command control methods, suppression techniques, fire equipment, fire apparatus and firefighting principles.

Local, county, state and federal laws and regulations related to the area assigned.

Fire Department rules, regulations, administrative and operational procedures, Firefighter Memorandum of Agreement provisions and related labor issues/laws.

Principles and procedures of recordkeeping and reporting to include incident reporting.

English usage and grammar.

City geography, local hazards and hydrant and water main locations.

Effective supervisory techniques to include performance evaluation methods, grievance handling and staff counseling.

Individual and group training/instruction methods.

Computer applications as they relate to area assigned.

AND

Ability to:

Manage and coordinate the work of assigned staff and provide professional leadership and direction.

Manage and coordinate a full range of Fire Department activities, utilize the incident command system and direct and control a variety of emergency services.

Recommend and implement goals, objectives and practices for providing effective and efficient fire suppression and related services.

Supervise, train and evaluate staff.

Operate and train others in the use of a variety of fire fighting and emergency tools equipment.

Interpret and apply applicable policies, procedures, laws, codes and regulations related to area assigned.

Understand and carry out oral and written instructions independently.

Communicate effectively orally and in writing and prepare a variety of clear and concise reports.

Meet the public with courtesy and tact.

Establish and maintain effective relationships with those contacted in the course of work and live cooperatively with peers and supervisors.

Maintain discipline and order on-site and exercise self-control and good judgment in emergency/hazardous situations.

Operate a personal computer and use applicable software.

Perform activities requiring good physical condition.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from a State of California approved fire academy.

AND

Experience:

Seven years of progressively responsible, sworn experience in the fire service, to include three years as a Fire Captain with the Fullerton Fire Department or comparable organization.

Special Requirements Include:

Any of the following:

1. Certification as a Chief Officer by the State of California at the time of application. Said certification must be dated on or prior to December 31, 2018.
2. At the time of application, proof of completion of all requirements for certification as a Chief Officer by the State of California and receipt of said certification prior to the completion of probation or December 31, 2018, whichever earlier. Said requirements must have been completed by December 31, 2016.
3. Certification as a Chief Fire Officer by the State of California at the time of application. Said certification must be dated on or after January 1, 2017.
4. Proof of completion of all educational requirements for Chief Fire Officer certification by the State of California at the time of application and receipt of said certification prior to the completion of probation.
5. A Bachelor's Degree in Management, Business Administration, Public Administration, or a related field from an accredited college or university

supplemented with course work in Fire Science or Fire Administration at time of application.

And

Valid and appropriate California Drivers License with the necessary California Department of Motor Vehicle Endorsements/Restrictions required for operation firefighting equipment and acceptable driving record at time of application and maintenance of such throughout employment in this position. Note: A driving permit is not acceptable.

Eyesight not less than uncorrected 20/100, correctable to 20/30 with contacts or glasses. Must have color vision sufficient to recognize red, green and yellow colors.

Must be able to work a variety of shifts and a flexible schedule to include 40-hour, 56-hour and other workweeks, consecutive 24-hour shifts, overtime, emergency call back, holidays and weekends to accommodate City needs.

Certification by the State of California as a Fire Officer or Company Officer at time of application.

The City of Fullerton's Conflict of Interest Code requires that a Battalion Chief file financial disclosure statements in accordance with state and local laws.

Possession of a current State of California approved Emergency Medical Technician (EMT) 1 or EMT Fire Service Certificate at time of application.

Valid and appropriate Red Cross or American Heart Association cardiopulmonary resuscitation (CPR) certification at time of application and throughout employment in this position.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors and outdoors. When work is performed outdoors there is full exposure to the elements. An incumbent drives a vehicle on City business and may perform physical activity requiring physical strength and endurance. An incumbent sits, stands, walks and may run on slippery and uneven surfaces, kneels, crouches, twists, reaches, may lay dry and charged hoses, carry, raise and lower a variety of ladders; work from ladders while carrying equipment; rappel down elevated areas; climb stairs, ladders and inclines while carrying equipment; work on rooftops, multi-story buildings and at various heights; an incumbent may, in an emergency, ventilate roofs, rescue injured persons from hazardous areas by assisting, carrying or dragging the victim(s); climb over walls, fences, through windows; crawl through confined spaces and conduct searches. An incumbent may use a variety of hand and power tools and equipment to include rotary and chain powered saws, sledge hammers, shovels, picks, hoists, axes, ropes, hydraulic rescue tools, pike poles, prying tools, rubbish hooks, hose lines and bundles, fire extinguishers, air bottles and breathing apparatus. An incumbent may push, pull, drag, grasp, lift and carry items and work at shoulder level with hoses and other items weighing 75 pounds or less and drag or carry victims weighing up to 150 pounds. Incumbents performing first aid and paramedic tasks may also be exposed to human injury health hazards to include blood and other bodily fluids/products, communicable diseases and

human-borne parasites. When on-site at an incident incumbents are exposed to/work in a hot, smoky or toxic atmosphere close to flames. Incumbents may be exposed to extreme noise, wet or damp conditions, grease/oil, fumes, solvents, a variety of chemicals, mechanical and electrical hazards, vehicle hazards and vibration. Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, sense of smell, and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

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