



JOB DESCRIPTION

Battalion Chief

Date Prepared: December, 2017

SUMMARY: Under limited direction, directs, manages, supervises, and coordinates the activities and operations for an assigned company within the Fire Department; coordinates activities with other divisions, departments, and outside agencies and to provides highly responsible and complex administrative support to the Fire Chief; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Assume management responsibility for services and activities of an assigned shift within the Fire department.
- Assign work activities, projects, and programs and monitor work flow.
- Review and evaluate work products, methods, and procedures.
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs.
- Recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Plan, direct, coordinate, and review the work plan for fire suppression staff.
- Assign work activities, projects, and programs.
- Review and evaluate work products, methods, and procedures.
- Meet with staff to identify and resolve problems.
- Direct the placement of manpower and fire apparatus during emergency scene operations.
- Supervise special assignments such as testing and repairing fire hydrants and conducting fire prevention inspections.
- Evaluate and implement training, certification, and education programs.
- Prepare and review lesson plans and conduct class instructions.
- Maintain and update training and certification records for all department personnel.
- Maintain various records and prepare reports, as requested.
- Review and update various manuals.
- Coordinate and evaluate drills.
- Select, train, motivate and evaluate fire suppression personnel.
- Work with employees to correct deficiencies and initiate discipline.
- Participate in the development and administration of recruitment and promotional exams.
- Oversee and participate in the development and administration of the annual budget.
- Participate in the forecast of funds needed for staffing, equipment, materials and supplies.
- Monitor and approve expenditures and implement adjustments.

- Serve as the liaison for the Fire department with other divisions, departments and outside agencies.
- Negotiate and resolve sensitive and controversial issues.
- Serve as staff on a variety of boards, commissions and committees.
- Prepare and present staff reports and other necessary correspondence.
- Conduct a variety of organizational studies, investigations, and operational studies.
- Recommend modifications to department related programs, policies, and procedures.
- Remain current on new trends and innovations in the field of fire suppression, EMS and prevention.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Associate's degree with major course work in fire science or a related field AND five years of fire suppression and prevention experience INCLUDING two years as a Fire Captain. Bachelor's degree and Chief Officer Designation through the Center for Public Safety Excellence is preferred.

Knowledge of:

- Operations, services, and activities of a modern fire fighting prevention and suppression program.
- Principles and practices of training methods and instructional techniques.
- Principles and practices of program development and administration.
- Methods and techniques of training program administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Operational characteristics of fire suppression apparatus and equipment.
- Pertinent federal, state and local laws, codes and regulations governing hazardous materials, buildings and fire inspections.

Skill in:

- Overseeing and participating in the management of a comprehensive fire suppression program.
- Overseeing, directing, and coordinating the work of lower level staff.
- Developing and implementing effective training programs.
- Overseeing and participating in emergency scene operations including fire fighting.
- Selecting, supervising, training and evaluating staff.
- Participating in the development and administration of division goals, objectives, and procedures.
- Preparing and administering large program budgets.
- Preparing clear and concise administrative and technical reports.
- Researching, analyzing, and evaluating new service delivery methods and techniques.
- Interpreting and applying federal, state, and local policies, laws, and regulations.
- Communicating clearly and concisely, both orally and in writing.
- Maintaining physical condition appropriate to the performance of assigned duties and responsibilities.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a minimum of a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- Obtain a California Firefighter Endorsement for their driver’s license within 6 months of hire.
- Current California certification as an EMT-1 must be obtained within the first 90 days of employment and must be maintained throughout employment.
- California State Fire Marshal Company Officer Certification or equivalent is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed primarily within the fire station and in close proximity to subordinates. Incumbent must be physically able to perform strenuous and hazardous tasks under emergency conditions and must have the stamina and the mobility to work a minimum of a 24-hour shift and to respond to major fire alarms and emergency situations. Work is performed in a variety of environmental conditions, both indoors and out, with exposure to wide temperature variations, noise, vibrations, fumes, smoke, grease, machinery and its moving parts, odors, dust and irritating or hazardous materials and chemicals. Protective clothing helmets, gloves, boots, etc., are required while responding to emergency calls. Physical demands require running, bending, stooping, climbing and frequently lifting heavy objects. Incumbent must be able to pass the medical examination required of fire personnel. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent will be required to respond to emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which will include weekends, holidays, evenings and/or varying hours.

Department Head

Date

Personnel Officer

Date