



## BATTALION CHIEF Job Specifications

<b>DIVISION:</b>	Operation
<b>FLSA STATUS:</b>	Exempt (Sworn Safety)
<b>REPORTS TO:</b>	<u>Division</u> Fire Chief
<b>SUPERVISION:</b>	Receives supervision from a Fire <u>Division</u> Chief. Provides supervision to assigned staff.
<b>LOCATION:</b>	Station 55 (Headquarters)
<b>HOURS:</b>	The position generally works a 56-hour work week. This position may be required to work a 40 hour work week in a staff position and may be forced to work overtime as the need arises.

### GENERAL SUMMARY

Under limited direction, the Battalion Chief is the first level management class. Incumbents manage the day-to-day operations of District's fire companies and are assigned management of specific operational and administrative programs. This job class is distinguished from Fire Captain in that incumbents of the latter are first line supervisors and typically supervise one fire company. A Battalion Chief assumes full command responsibility for fire suppression and emergency response.

### DISTINGUISHING CHARACTERISTICS

Fire Battalion Chief is the first level management class in the Fire series. Incumbents manage the day-to-day fire station operations and is often the highest-ranking chief officer on-duty on a 24 hour bases. The Battalion Chief directs and oversees the company officers on their assigned shift, also assigned management of specific programs and/or administrative duties. This class is distinguished from Fire Captain in that incumbents of the latter are first line supervisors and typically supervise one fire company. Fire Battalion Chief is distinguished from Fire Division Chief in that incumbents of the latter manage the Fire Operation Division of the Fire District. A Battalion Chief assumes full command responsibility for fire suppression and emergency response.

### ESSENTIAL DUTIES

*(May include, but are not limited to, the following:)*

Provides administrative assistance to the Fire Chief and Division Fire Chief in areas such as administrative assignments, policy development and implementation.

Manages and directs the field operations and activities of company officers and members assigned to fire stations.

Responsible to ensure District Special Notices and District policy changes are communicated to the field personnel and adhered to.

Transmits orders and assumes command in emergency situations until relieved by a ranking Chief Officer.

Plans, assigns, supervise and schedules the activities of company officers and members assigned to the shift, as well as the inspection of stations and equipment.

Supervises and participates in fire safety inspections and pre-fire planning to assist in learning the potential hazards in certain areas or buildings.

Supervises and participates in providing medical care in levels of EMT-1 and EMT-Defib after completion of prescribed courses, certification and upon the continued education in those fields of study.

Conducts scheduled in-service training along with arranging specialized training when opportunities are made available and is responsible for general efficiency of all personnel assigned to the shift.

Maintains a physical well being to safely accomplish the arduous tasks associated with and required at fire and rescue situations.

Provides a motivational atmosphere for members on a daily basis, by setting a good example, a positive attitude and demeanor.

Produce administrative reports, daily logs, staffing reports, injury reports, and approves personnel shift trades and days off.

Supervises the selection of yearly vacation schedules, shift changes, oversight of monthly station assignment schedules.

Shall give all necessary information and instruction to those designated to act in the Battalion Chief position.

Fields inquiries by citizens concerning home fire safety and other related topics.

## **CORE VALUES**

Integrity, Respect, Trust, Commitment, Community Compassion, Professionalism. The employee is one who seeks to be the best, is tolerant of the mistakes of others, is a team-player, treats all others with respect, does not make excuses for his or her own mistakes,

and abides by the rules, regulations, policies, and laws which govern our behavior and performance.

## **PHYSICAL REQUIREMENTS**

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must continue to be able to meet pre-appointment and subsequent periodic medical examinations to determine fitness for continued performance of the duties of the position.

Must maintain physical capabilities, requirements, duties and responsibilities of all subordinates.

Must be able to participate in District mandated Physical Fitness Program.

## **SAFETY COMPLIANCE**

*Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:*

Proactive involvement in the District's Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

This position is designated as mission essential during inclement weather, fire, hazardous duty and other emergency operations.

The noise level in the work environment can be excessive and may result in hearing loss and impairment.

Work hours can be irregular, unpredicted and lengthy.

Local travel is required.

Participate in occasional travel for the purpose of obtaining specialized training and other fire and emergency services duties.

## **MINIMUM QUALIFICATIONS**

### **Education and/or Experience:**

Associate's Degree or California SFM Chief Officer Certification or NFA's Executive Fire Officer (EFO). Additionally, applicants must have: High School/GED.

### **AND**

Candidates must have one year or more of experience as a full-time paid Fire Battalion Chief. Additionally, the BC job requires 5 years of full-time paid fire suppression experience, with 2 or more years as a Company Officer and currently completed probation as a BC or higher chief officer level.

### **Certificates:**

Possession of California State Fire Marshal (CSFM): Chief Fire Officer 3A, 3B, 3C, 3D, ICS-300.

Two (2) years of related District experience may be substituted for each required CSFM class. Members who substitute experience for required classes must obtain the required certification within one (1) year of appointment.

National Fire Academy Executive Fire Officer (EFO) or California State Fire Marshal (CSFM) Chief Fire Officer or CSFM Chief Officer (curriculum retired 12/31/16) or Chief Fire Officer (CFO) through the Center for Public Safety Excellence (CPSE) will be required to be completed within five (5) years of appointment to a Fire Battalion Chief position.

Applicants applying after January 1, 2020 must be signed off as a qualified Acting Battalion Chief in accordance with the Administrative Manual Section 101.003 Acting Policy.

### **Knowledge of:**

Principles, practices, and techniques of modern firefighting, emergency medical, hazardous materials and rescue operations.

Laws, rules, and regulations relating to fire control, fire prevention, and life safety, arson and the environment.

Emergency communications procedures, regulations, and equipment.

Rights and practices afforded to representatives of the media.

Training practices and techniques.

Principles and practices of public administration.

Principles, practices, and techniques of planning, research, and development.

Physical layout of the District and location of important buildings and structures.

Geography of the DISTRICT.

**Ability to:**

Evaluate emergency situations and implement effective action.

Communicate effectively with the public, officials, other first responder agencies, and employees to establish and maintain effective working relationships.

Initiate, administer, manage, and evaluate special programs and projects.

Prepare and present comprehensive oral and written reports and recommendations.

Foster and maintain a positive work environment.

Lead, manage and coach subordinates.

Operate modern office equipment including computer equipment and related software.

Operate a motor vehicle safely.

Supervise and direct assigned personnel activities and daily operations.

Write and speak clearly and distinctly.

Work in a variety of weather conditions.

Use appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA) while performing firefighting tasks in environments that may be immediately dangerous to life (IDLH).

Successfully complete a probationary period as defined in the District's Administrative Manual;

*Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 56-hour employees shall complete 2,912 regular time hours of evaluation, and complete twelve (12) written probationary evaluation while on probation.*

**Desirable Qualifications:**

Possession of a California State Fire Marshal ICS I-400

**Conditions of Employment:**

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

Must be able to obtain and maintain a current, valid State of California motor vehicle operator license, and firefighter endorsement.

May be required to pass a pre-employment drug screening and/or subsequent screening over the course of employment.

Must remain clean-shaven to insure integrity of mask fit for breathing apparatus.

Must be willing to work 40-hour workweek or 24-hour rotating shifts on a 56-hour workweek.

This position requires that the individual pass a live scan background.

This position requires the individual to wear a Fire District uniform.

This position requires the individual to successfully complete an annual job performance evaluation.

Must possess and maintain a current Emergency Medical Technician (EMT) certification issued by the State of California through the Central California EMS Agency (CCEMSA) throughout this job classification.

Must possess and maintain a current Cardio-Pulmonary Resuscitation (CPR) card - American Heart Association, Healthcare Provider or Red Cross-Professional Rescuer or equivalent that meets American Heart Association Standards.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

**Special Requirements:**

Vaccinations: If the North Central Fire Protection District declares that vaccination(s) for any declared health hazard is required for the immediate protection of the public peace, health, and safety for the following reasons: According to the Center for Disease Control, and/or the Fresno County Department of Public Health, determines existing conditions pose a significant public health risk. The District must provide a safe and healthy workplace, consistent with public health guidance and/or legal requirements, to protect its employees and the public as it continues to provide services. All Employees shall have the right to petition for a medical or religious exemption to be evaluated on a case-by-case basis, consistent with District procedures for reasonable accommodation requests. Documentation prescribed by the District shall be required.

Tobacco Product Use: Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

NOTE: Probationary employees are At-Will employees until which time they become permanent. Permanent appointment means one who has been appointed from an eligible list and has satisfactorily completed the probationary requirements and possess all Minimum Qualifications described above.

### **ACKNOWLEDGEMENT**

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
FIRE CHIEF

Original TVH:aaf 10/01/18  
Revised TVH:aaf 08/13/19  
Revised TVH aaf 04/09/20  
Revised TVH:aaf 10/07/20  
Revised TVH:aaf 09/13/22  
Revised KC:aaf 04/13/26