



## JOB DESCRIPTION

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**JOB TITLE:** Battalion Chief

**JOB CODE:** 5300

**DEPARTMENT:** East Fork Fire & Paramedic Districts

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Deputy Fire Chief - Operations

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### SUMMARY OF JOB PURPOSE

Supervises, plans, coordinates, and monitors daily shift/battalion operations that provide fire and life safety services, training, prevention, and emergency management; provides command and/or coordination of activities on emergency scenes as well as in the multi-station workplace environment; participates as an integral part of the Districts' administrative team.

### ESSENTIAL FUNCTIONS

1. Formulates response strategies in accordance with predetermined standards; determines the nature of the incident and facilitates the plan of action; assigns staff to specific tasks and special projects based upon conditions and skill level required; monitors work in progress; coordinates activities of staff to ensure effective coverage and prompt response; makes staffing substitutions; schedules shift activities to meet service demands.
2. Performs structure and wild land fire suppression, ventilation, rescue, salvage, overhaul, extrication, emergency medical support, hazardous materials response, other related functions; provides responsible and basic staff assistance as necessary.
3. Responds to hazardous material emergencies; identifies potential hazardous materials situation and determines strategy for dealing with incident; follows evacuation procedures including the proper handling of contaminated patients; sets up and provides decontamination.
4. Performs rescue efforts and determines tactics to use while ensuring the safety of all rescue personnel and observers; participates in search parties and enters hazardous environments; administers appropriate techniques to accomplish rescue.
5. Fills incident management roles as necessary, as assigned, and/or as required by District policy at a fire, medical, hazardous materials, technical rescue, and/or large scale emergencies until relieved by a higher command authority.
6. Makes regular tours of the fire district to determine the best route to structural and wild land areas; locates sources of water, gas, and power shut offs; determines the amount of apparatus manpower and equipment necessary in case of an emergency in specific areas or structures.
7. Exercises supervision over line personnel (EMT-Intermediate/Firefighters, Paramedic/Firefighters, Fire Captains, and volunteers) and other technical, secretarial, clerical, and volunteer personnel; participates in the interview and hiring process, provides orientation for new employees; informs subordinates of all bulletins, notices, and/or other pertinent information from previous shifts; serves as liaison with volunteer department at assigned station; coordinates activities with station's Volunteer Fire Chief.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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8. Observes staff behavior onsite and throughout duration of incidents to evaluate level of performance; recommends individual and group training needs; reviews reports prepared by staff to ensure completeness and consistency with policies and procedures; listens and responds to employee problems, concerns, and complaints; updates superiors on issues and suggests solutions that may rectify the situation; prepares performance evaluations and reviews and approves performance evaluations completed by Captains/line supervisors; discusses performance with assigned staff; counsels employees concerning performance improvements, and administers discipline to career and volunteer personnel as necessary.
9. Attends mandatory training classes on specialized techniques such as CPR, EMT re-certification, hazardous materials handling, and infection control. Assists the training division with on and off site presentations and recommends reference materials including administrative practices and policy manuals, fire science literature, technical journals, and educational publications; participates in the training of District personnel.
10. Participates in budget development and administration; completes budget requests and other strategic management reports and/or documents; may prepare and write grants; may participate on other special committees and/or assignments, as requested.
11. Maintains equipment, apparatus, and station house; assures that all equipment is in a state of readiness at all times; checks equipment according to schedule; cleans and maintains the station house in accordance with department policies.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

High School Diploma or equivalent (GED) plus a minimum of five (5) years progressively responsible experience as a Firefighter, EMT Intermediate, or higher and supervisory experience with the last three (3) years as a Captain, Training Captain, Inspector Captain, or equivalent in a career department providing advance life support service. Associates Degree or Bachelor Degree, or higher in Fire Science, or related field, is desirable.

#### LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals and legal documents; respond to common inquires or complaints from customers and /or members of the business community; effectively present information to top management, public groups, and/or boards of directors; communicate effectively in writing on matters related to department operations; communicate effectively with individuals from a variety of different cultural and educational backgrounds, emotional states, and mental capacities; ability to rapidly shift communication styles.

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### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form; select alternatives, project the consequences of proposed actions, enforce regulations, and protect the public consistent with regulations and department policies and procedures.

### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Ability to identify and solve problems; control situations involving irate and emotionally distraught persons; respond to and make decisions under stress of emergency and confrontation; make a written record of observations and actions taken; use a computer to enter and retrieve information.

Knowledge of current methods, practices, and techniques of fire administration, prevention, and control including fire station management; principles and practices of supervision; policies, procedures, laws, and regulations governing fire control, prevention activities, and fire station operations; fire behavior and suppression techniques; universal fire vocabulary and expressive techniques; basic mechanical and building construction maintenance principles; the standard of care and documentation required for all procedures; universal safety precautions when providing medical attention; basic hazardous material and chemical spill response; geographical layout of the District and location of various fire suppression utilities; principles, practices, and methods of employee training.

Ability to use computer applications related to the work; maintain accurate records and prepare clear and concise reports and other written materials; operate a variety of tools, equipment, and apparatus used in fire, medical, and other emergency response; communicate technical information to individuals and groups; establish and maintain effective working relationships with those encountered in the course of the work.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

NFPA Fire Officer II certification, Firefighter II, Emergency Medical Technician Intermediate, Fire Instructor II, CPR card, Class B with "F" exemption driver's license. Level V Hazardous Materials Incident Commander certification, NWCG Wildland Red Card, Rope Rescue Operations level certification. EMT Advanced (current or past); enrollment in, or completion of National Fire Academy Executive Fire Officer Program desirable.

### **PHYSICAL DEMANDS**

The physical demands 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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee frequently is required to climb ladders, advance charged hose lines, carry equipment both elevated and at ground level, and perform rescues below grade, elevated, or ground level. The employee must occasionally lift and/or carry up to 200 pounds; balance and stoop, kneel, crouch, or crawl. Specific vision abilities

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required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORKING ENVIRONMENT**

While performing the duties of this job, the employee is regularly exposed to outside weather conditions; frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The employee will be required to work under the pressure of dangerous situations, deadlines, and emergencies; is occasionally exposed to extreme cold, extreme heat, risk of electrical shock, and vibration; the noise level in the work environment is usually loud.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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