

CITY OF HEMET

Class Code: 2820
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BATTALION CHIEF

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

CLASS DEFINITION

Under executive direction, direct, coordinate, and supervise the activities and operations of an assigned shift; participate in the administration, planning, and training activities of assigned fire stations; direct the operations of a major support function; provide staff support in the administration, coordination, and planning of programs; provide highly responsible and complex administrative support to the Fire Chief; and perform other related duties as required.

DISTINGUISHING CLASS CHARACTERISTICS

The Fire Battalion Chief is the first management level position responsible for supervising an entire shift of firefighting personnel. This classification is distinguished from the next lower classification of Fire Captain by the supervising of a shift of personnel rather than a single engine company, and may assume command of the Fire Department in the Fire Chief's absence.

As the senior officer on fire suppression duty, the Fire Battalion Chief is required to make decisions on deployment of staff and equipment and calling in reinforcements. Incumbents are required to make decisions on all administrative matters for an assigned shift, and perform a broad range of specialized functions requiring both technical and administrative fire skills.

SUPERVISION RECEIVED AND EXERCISED

Executive direction is provided by the Fire Chief.

Exercises direct supervision over shift personnel.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills, abilities, and other characteristics.

EXAMPLES OF DUTIES

Direct a firefighting force comprised of regular full-time personnel engaged in a variety of structural, aircraft, and wildland fires, hazardous materials incidents, terrorism incidents, natural and man-made disasters, or other emergencies; as the senior officer on the scene, determine the method of abating the emergency and

the need for additional fire personnel and equipment; may put additional employees and equipment on standby duty during hazardous operations.

Direct training and drills on an assigned shift; instruct subordinate staff in the performance of their assigned duties and in the proper methods and procedures of emergency and fire suppression work; interpret policies and procedures; recommend changes in operating policies.

Plan, organize, assign, and supervise the work of staff; evaluate performance, training, and personal development needs; provide performance feedback and prepare performance evaluations; initiate corrective and/or disciplinary action and respond to grievances and complaints according to established personnel policies and procedures.

Participate in the development and administration of recruitment and promotional exams.

Perform specialized assignments requiring considerable public and other outside contact along with technical and administrative skills; read and evaluate technical reports; conduct analytical and operational studies and prepare recommendations and findings; confer with superiors in coordinating programs with other divisions, departments, and agencies of the County.

Participate in the development and administration of the annual budget; participate in the forecast of funds needed for staffing, equipment, materials, supplies, and space; monitor expenditures; recommend adjustments as necessary.

Attend and participate in organizational and community meetings; serve as liaison with other divisions, departments, and outside agencies; prepare and present staff reports and other necessary documents or correspondence to City Council, groups and/or committees; respond to and resolve community and organizational inquiries and complaints.

Perform other related duties and responsibilities as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities:

Knowledge of:

- Principles, techniques, materials, equipment, strategy, and tactics used in fire suppression, technical rescue, hazardous materials response, emergency medical services, emergency management, investigation, prevention, and incident command;
- Operation, capabilities, and effectiveness of all equipment used by the Hemet Fire Department including extinguishing agents, vehicles, pumping apparatus, aerial ladders, firefighting aircraft, heavy equipment, and hand crews;
- Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects; building materials and construction; fire related codes and ordinances;
- Principles and practices of management necessary to plan, analyze, develop, direct, and

- evaluate fire control problems and administrative policies;
- Pertinent Federal, State, and local laws and procedures governing the activities of a fire department serving a large urban, industrial, and wildland area;
- Supervisory principles and practices, including work organization and delegation, training and evaluation, coaching, and disciplinary procedures;
- Current developments and new and changing technology in the fields of firefighting and administration;
- Certain specialized assignments may require additional knowledge related to the assignment such as those pertaining, but not limited to, Investigations, Emergency Medical Services, Operations Training and Safety, Community Volunteer Services, Strategic Planning, Special Operations, Emergency Planning and Coordination, Pre-Fire Management, and Emergency Dispatch.

Skill in:

- Planning, directing, and reviewing fire suppression, fire and life safety code compliance, emergency medical service activities, hazardous materials responses, and department-wide disaster preparedness efforts;
- Preparing budget data;
- Maintaining records and preparing logical reports;
- Communicating clearly, concisely, and effectively, both orally and in writing;
- Developing and presenting multi-media presentations;
- Training, motivating, leading, managing, supervising, and evaluating subordinate personnel;
- Maintaining discipline and enforcing rules, regulations, and procedures;
- Recognizing, prioritizing, and accomplishing needed tasks.

Ability to:

- Make sound decisions and direct operations at an emergency scene;
- Operate a personal computer and utilize word processing, records management, spreadsheet, and electronic mail software;
- On behalf of the Fire Chief, establish and maintain cooperative working relationships with the City Council, City leadership, and other department employees and groups;
- Establish and maintain cooperative working relationships with County representatives and other partner agencies;
- Represent and make formal presentations at meetings on behalf of the department;
- Follow oral and written directions;
- Operate within budget allocations;
- Promote a customer service focus in forging cooperative public relations;
- Identify with management and department goals and objectives and understand department priorities and needs;
- Work with considerable independent judgment;
- Effectively work with employees' problems and concerns;
- Demonstrate continuing effectiveness in carrying out the knowledge, skills, and

- requirements of the position;
- Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others;
- Actively pursue continuing education for self-improvement and mentoring of staff.

Education:

Bachelor's degree from an accredited institution with major coursework in fire technology, public administration, or a directly related field is required by the end of probation.

Completion of the National Fire Academy/Executive Leadership program (EFO) and/or Chief Officer Certification from the California State Fire Training is highly desirable.

Experience:

Five years of full-time fire suppression and prevention experience with a municipal fire department or fire district which must include a minimum of three years in the capacity of a Fire Captain or above.

Certification/License and/or Other Special Requirements:

Possession of a valid Class C California driver license with firefighter endorsement, and maintain a satisfactory driving record.

Certifications for completion of appropriate Incident Command System (ICS), National Incident Management System (NIMS), and National Wildland Coordination Group (NWCG) coursework.

ENVIRONMENTAL AND PHYSICAL WORKING CONDITIONS

Incumbents must be able to perform the work of fire suppression personnel whose duties demand good fitness, strength, and agility. This position requires prolonged sitting, standing, walking on level and slippery surfaces, climbing, balancing, reaching, twisting, and turning, kneeling, bending, squatting, stooping, crouching, crawling, lifting, and driving in the performance of daily activities. The position also requires grasping, repetitive hand movement, fine coordination, near and far vision, and acute hearing. The ability to lift, carry, and push tools, equipment, and supplies weighing 25 pounds or more is also required. Fire suppression works in all weather conditions including wet, hot, and cold.