



Department	Fire
Bargaining Unit	HFFU Local 3395
Salary Range	F73
Last Revision	February 2018

FIRE BATTALION CHIEF

Effective Date – 04-02-2018

JOB DESCRIPTION

DEFINITION:

Under administrative direction, may serve as a Duty or Staff Chief. The Battalion Fire Chief will be assigned duties and responsibilities that involve interaction with fire personnel, City personnel, and the community; respond to and assume command at emergencies or as part of the incident command team; and assume various emergency and non-emergency duties, and committee work as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Fire Chief or Division Chief
Reports directly to the Fire Chief or Division Chief
Exercises direct and indirect supervision of assigned staff and emergency personnel

CLASS CHARACTERISTICS:

This job class functions at a management level of classification and serves as a member of the Fire Department Management Team. The Battalion Fire Chief will be assigned either a 5 day/8 hour shift, a 4 day/10 hour shift, or to a 24 hour platoon duty as decided by the Fire Chief. The classification of Battalion Chief differs from the next lower classification of Fire Captain in that a Fire Captain functions as a Company Officer of an assigned Engine, Truck or Rescue Company and has administrative duties in connection with other Department functions and programs.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES:

Duties include, but are not limited to, the following:

- Serves as incident commander at emergencies
- Serves as acting Fire Chief
- Serves as part of the incident command team
- Serves as Duty Chief, or Staff Chief as assigned
- Plans, organizes, and coordinates projects and programs as assigned
- Understands the principles of the incident command system
- Understands, interprets, and enforces federal, state, and local laws and regulations as they relate to fire and life safety, training standards, fire prevention codes and fire investigation.
- Serves on various workgroups, advisory groups or committees as assigned

FIRE BATTALION CHIEF (Continued)

- Attends meetings day or night as the Fire Department representative
- Implements orders, regulations, ordinances, and laws relative to the mission of the Fire Department
- Analyzes data, researches new methods, and communicates verbally and in writing findings that relate to a project, program, or work assignment
- Effectively interacts with the public, fire personnel, and City employees to solve problems, identify solutions, and implement programs and projects
- Implements Fire Department training and work safety programs
- Revises and prepares Fire Department rules, regulations, projects, programs, principles and procedures
- Reviews, understands, and assists in the preparation of the Fire Department's annual budget
- Ensures the proper operation and maintenance of all Fire Department apparatus and equipment
- Reviews and prepares activity reports, training bulletins, fire suppression and prevention reports, staff reports and other written reports as directed
- Serves in the Department's management role in the City's Emergency Operations Center
- Provides training, guidance, and leadership to all members of the Fire Department
- Provides assistance in the Fire Department's operation and administration
- Performs other related duties as assigned by the Fire Chief
- Supervises the work of the Fire Captain assigned to shifts

KNOWLEDGE OF:

- modern principles, practices, and techniques of department administration and operation
- methods and principles of fire suppression, investigation, and prevention
- proper use and operation of firefighting apparatus and equipment
- analytical techniques and effective methods of solving problems
- principles of supervision and training
- knowledge and development of accounting and budgeting principles
- incident command system, hazardous materials recognition, EMS/Paramedic procedures, confined space rescue, urban search and rescue techniques, - multi-casualty incidents and wildland fires
- cultural awareness, gender, and personnel issues

ABILITY TO:

- provide supervision and training to personnel
- effectively and tactfully communicate in both oral and written forms
- prepare written staff reports and training bulletins
- prepare oral reports; make effective presentations to department personnel, City Council, and community organizations
- prepare budget estimates and control expenditures
- represent the Fire Department with high standards of ethics, professionalism, and dedication
- focus on multiple tasks simultaneously
- respond to negative feedback appropriately
- drive Fire Department vehicles and maintain safe driving record
- establish and maintain effective work relationships with those contacted in the performance of required duties

FIRE BATTALION CHIEF (Continued)

- assume role of acting Fire Chief
- think clearly and act decisively under stressful conditions
- sit at a desk and in meetings and training for long periods of time
- stoop and bend; twist; reach above and below shoulder level
- push and pull; balance on ladders
- climb ground and aerial ladders
- work long hours, at all hours, under physical and mental pressures in hazardous conditions, in inclement weather and during emergency response and disaster situations
- stand for long periods of time
- wear self-contained breathing apparatus
- hear alarms and sirens
- distinguish red, yellow, and blue flashing lights
- wear firefighting gear weighing 50-60 lbs.
- smell to detect odors such as alcohol, smoke, gases, etc.
- hear effectively and communicate in both emergency and non-emergency situations
- work in various environments subject to heat, cold, inclement weather, etc.
- walk to perform assigned duties; walk on uneven surfaces; crawl and run
- lift equipment weighing 50 lbs.
- maintain good physical condition
- effectively use radios to communicate
- speak English; speak Spanish is highly desirable

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

EXPERIENCE:

Broad and extensive experience in firefighting, fire prevention and administrative duties is required. Must have at least seven years of full-time firefighting experience with three of those years at the Captain level or higher.

Five years of municipal Firefighting experience at the Fire Captain level.

OR

Three years of experience of municipal firefighting at the Fire Captain level with an AA/AS degree 60 semester college units from a properly accredited institution.

EDUCATION:

Associate Degree or 60 semester college units from a properly accredited institution are required. A BS/BA degree from a properly accredited institution in Fire Protection Technology or other related field is highly desirable.

FIRE BATTALION CHIEF (Continued)

LICENSE, CERTIFICATE AND QUALIFICATIONS:

Certification as a Fire Officer and Chief Officer by the California Fire Service Training and Education System

OR

Ability to complete all California State Fire Marshal Chief Fire Officer (2014) level classes and Task Book
And

Ability to complete applicable California Incident Command Certification System (CICCS) components

Must have the following:

- A valid Class C California Driver's license and a safe driving record.
- Possession of a California Emergency Medical Technician (EMT) card.
- Possession of a Current Cardiopulmonary Resuscitation (CPR) and Automated Defibrillation (AED) certificate.
- Employment standards for Fire Captain

Must complete the following coursework within a year of appointment:

- ICS-300: Intermediate ICS for Expanding Incidents (2007)
- ICS-400: Advanced Incident Command System
- NIMS I-800
- CSTI Haz Mat On Scene Incident Commander
- Chief Fire Officer 3A: Human Resource Management (2014)
- Chief Fire Officer 3B: Budget & Fiscal Responsibilities (2014)
- Chief Fire Officer 3C: General Administration Functions (2014)
- Chief Fire Officer 3D: Emergency Service Delivery Responsibilities (2014)

Must complete any additional required Chief Officer Courses during probationary year on own time through the City's Tuition Reimbursement program, if available.

SPECIAL REQUIREMENTS:

- Must meet minimum medical requirement defined in NFPA Standard 1582
- Must demonstrate physical strength, endurance and agility as defined by NFPA Standard 1582 and as applied to the position
- Must maintain physical fitness according to Departmental Standards
- Must sign non-tobacco use agreement
- Must complete all required items in Hollister Fire Department Chief Officer Task Book prior to appointment. Entire task book must be completed prior to achieving permanent status.