

# STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT

## JOB DESCRIPTION BATTALION CHIEF

UPDATED JAN. 2002  
UPDATED MARCH, 2016  
UPDATED FEB. 2019

### JOB DESCRIPTION

Management-level, confidential, exempt fire officer (29CFR Part 541.2) who may be charged with the command of an assigned fire suppression Battalion or assigned to Administration. Provides supervision and management in directing the readiness, response, and activities of multiple fire companies during routine and emergency duties. Typically works a 40-hour or 56-hour per week schedule (dependent upon assignment), but may be required to respond to emergencies after normal duty hours. Develops, plans, implements, and supervises various programs and activities associated with modern firefighting and emergency medical service delivery. Incumbent may be assigned with the oversight of specific Fire District staff programs such as firefighter training, public education, fire prevention, equipment maintenance, and capital facilities.

A Battalion Chief assigned to Administration is responsible for the supervision and oversight of District personnel, programs, equipment and facilities as assigned. The position reports directly to the Fire Chief or their designee. The job involves extensive contact with others, both inside and outside the organization. The person is responsible for a wide variety of complex administrative and managerial duties that may include: planning, maintaining a record system, the development of the District's workforce and the oversight and management of the District's personnel and equipment resources during routine and emergency duties. Requires occasional exposure to extreme hazards and inclement environmental conditions when at the scene of an emergency or otherwise in the performance of duties.

### MINIMUM QUALIFICATIONS

To effectively perform the duties of this position, an applicant must have a verifiable combination of education, fire certifications, training and experience that provides the required leadership skills, professional knowledge and experience to perform all management duties of the Battalion Chief at the highest professional level. The Battalion Chief is expected to meet the following standards:

#### Experience and Education

SCFPD is an increasingly well-trained and educated agency, thus the Battalion Chief is also expected to possess excellent education and experience credentials. Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain knowledge and abilities would be:

#### Experience:

- 10 years of full-time, paid work experience in the fire service including five years

at the rank of company or fire officer.

Education:

- Associate's degree in Fire Science or related field from regionally-accredited or FESHE-recognized college or university, or must have a minimum of 60 units towards a bachelor's degree in related field.
- Bachelor's degree in Fire Administration, Public Administration or related field from regionally-accredited or FESHE-recognized college or university within four years of appointment. Must show continuing progress annually with a minimum of 17 units a year.

Residency:

The Battalion Chief shall live within 10 miles to the SCFPD District boundary, to ensure prompt response to all District matters in a timely manner.

Additional Requirements:

- The possession of, or the ability to obtain, a valid Class C California driver's license.
- CSFM Fire Officer Certificate (prior to 12/31/16) or CSFM Company Officer Certificate (after 1/1/17).
- ICS 300
- NWCG S-290
- CSFM Hazmat Incident Commander
- CSFM Rescue Systems 1
- CA EMT

Required Within One Year of Appointment

- ICS 400
- CSFM Chief Officer Certificate or CSFM Chief Fire Officer completed coursework with initiated Task Book
- NWCG S-330 AR completion and initiated Taskforce/Strike Team Leader Task Book

DESIRABLE QUALIFICATIONS

- CSFM Hazardous Materials Technician or Specialist certification
- CSFM Executive Chief Fire Officer or NFA Chief Fire Officer certification
- Bachelor's or Master's degree in Fire Administration, Public Administration or related field from a regionally-accredited or FESHE-recognized college or university is highly desired
- Two years of teaching and/or training experience (CSFM Instructor II)
- CSFM Fire Inspector II
- Certification as National Registry EMT
- California and/or National Registry Paramedic certification

ESSENTIAL DUTIES

The Battalion Chief is responsible for the supervision and oversight of District personnel, programs, equipment, and facilities as assigned. The Battalion Chief position works under the Fire Chief or designee. The job involves extensive contact with others, both inside and

outside the organization. The Battalion Chief is responsible for a wide variety of complex administrative and managerial duties that include planning, maintaining a record system, the development of the District's workforce, and the oversight and management of the District's personnel and equipment resources during routine and emergency duties. Requires occasional exposure to extreme hazards and inclement environmental conditions when at the scene of an emergency or otherwise in the performance of duties.

### EXAMPLES OF DUTIES

In addition to the essential functions noted above, the following are some of the additional examples of key duties and desired abilities of a Battalion Chief:

- Participation in the development, recommendation and implementation of goals and objectives.
- Assists in the development and implementation of policies and procedures and ensures enforcement thereof.
- Prepares and reviews forms, clear and concise reports, schedules, recommendations, and other administrative records related to fire protection services.
- Executes the orders of superior officers.
- Enforcement of all District rules, policies, procedures and orders.
- Supervises and coordinates fire suppression companies of an assigned battalion or shift.
- Assigns and evaluates fire company activities, projects, and programs.
- Responds to emergency incidents of all types, as requested.
- Provides secondary alarm coverage to on-duty Chief Officer after normal duty hours, when requested.
- Ensures the fire investigation process is initiated at fire scenes to determine cause & origin.
- Routinely renders prompt, efficient, and courteous service to promote a good relationship between the District, public officials, community groups, the media, individual members of the public and allied agencies. This includes the processing of inquiries, complaints and concerns.
- Attends conferences, schools, classes and other educational functions, as assigned by the Fire Chief, to keep abreast of technical developments relative to fire protection services and assigned duties.
- As assigned, represent the District through membership and active participation in local, State, and National fire protection organizations.
- Drives and operates vehicles, as assigned.
- Administers and coordinates District programs, as may be assigned from time to time. Plans, develops, implements, conducts, and reviews such programs with the object of efficient and effective service in accordance with the goals and policies of the District. Responsible for the function and oversight of proper recordkeeping systems relative to assigned programs.
- Prepares and manages the budget of assigned programs in accordance with District policy.
- Assists with selection, training, motivating and evaluating District personnel; provides or coordinates staff training in assigned area of responsibility; works with employees to correct deficiencies; implements discipline procedures.
- Plans and implements programs relative to support modern fire protection services,

as well as the needs of the District.

- Determines response routes, establishes command & control of emergency and non-emergency activities in accordance with the Incident Command System, and directs firefighting until relieved by higher-ranking officers.
- Maintain composure, think clearly, and give clear, concise orders and directives under emergency conditions, as well as in daily operations.
- Effectively use a desktop or mobile computer and associated Microsoft and other software applications.
- Maintain records, develop reports, and communicate such information clearly and professionally in both oral and in written form.
- Plan and organize a wide variety of multiple activities and projects while supervising others. The ability to lead, motivate, supervise, and evaluate fire department programs and to assist in the achievement of department goals and objectives.
- Apply fire department principles, practices, procedures and equipment towards the solution of difficult fire department problems.
- Work independently with minimal oversight and direction.
- Actively contribute to the product of a team, and establish and maintain harmonious relations with others, both inside and outside the organization.
- Effectively interpret and explain city/fire district fire prevention policies and procedures.
- Perform responsible, technical-level duties enforcing compliance with codes, laws, ordinance, and resolutions. Perform other related duties and responsibilities as required.

Knowledge of:

- District rules, policies, procedures and orders.
- Principles and practices of supervision, training, and personnel management.
- Fire department administration and the principles and practices of leadership, supervision, and training.
- The Incident Command System.
- Principles of supervision, training, and performance evaluations.

### WORKING CONDITIONS

The position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The job also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, near and far vision is required for reading written reports and work-related documents. Acute hearing is required when providing phone and counter service.

Fire suppression and other emergency duties require sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements. Fire suppression duties require both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 25 pounds or

more is also required. Additionally, the incumbent works in all weather conditions including wet, hot, and cold when performing outdoor emergency duties. The job may include work around or in contact with hazardous materials, bloodborne pathogens, and other potentially toxic substances. Incumbents may be subject to physical threats, verbal abuse, or other stressful situations. During fire suppression and other emergency duties, incumbents wear self-contained breathing apparatus and enter smoke-filled buildings, as required.