

## CITY OF RIO VISTA

### FIRE BATTALION CHIEF

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under administrative direction, directs departmental activities and supervises subordinates during assigned shifts in the operation and maintenance of fire stations, equipment and apparatus to include directing emergency rescues, fire suppression, fire prevention, communications, training and routine procedures.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Fire Battalion Chief** is a mid-management level class which reports directly to the Fire Chief and oversees all functions and operations of the fire suppression, and paramedic programs including emergency services, fire investigation and disaster preparedness activities. This class is distinguished from the next lower classification of Fire Captain by having full responsibility for all department program activities and supervision across shifts.

#### **SUPERVISION RECEIVED/EXERCISED:**

Administrative direction is provided by the Fire Chief, responsibilities include direct and indirect supervision of professional, technical, support staff and volunteers.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Responds to and commands Fire Department emergency operations to include establishing strategic objectives and directing the operations of fire suppression and emergency medical personnel.
- May respond to State and National Incidents under State Master Mutual Aid (Strike Teams) or FEMA requests in any position qualified.
- Formulates, maintains and implements uniform applications of established policy, rules, orders, practices and procedures to include City Personnel Manual and Fire Department Operations Manual.
- Researches modern firefighting and prevention methods of administration to include attending conferences, conventions, seminars and educational meetings.
- Assembles, coordinates and submits an annual budget to include planning and implementing assigned activities within proposed budget.
- Prepares and maintains various departmental reports and records to the Department RMS (records management system).
- Manages, monitors, prepares and participates in preparation of specifications for fire suppression protective clothing and safety devices.
- Monitors and supervises the purchases, maintenance, testing and replacing of department equipment and fire apparatus.

- Performs various personnel functions to include performance evaluations.
- Conducts training drills and observes firefighter performance in accordance with Department Policy and Standards.
- May act as Fire Chief in his/her absence.
- Plans and coordinates with the Fire Chief the goals and objectives and develops recommendations for communications equipment.
- Manages and maintains the records of all radio communications equipment and coordinates with Dispatch Center(s).
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- Performs duties as the Departments Operations and Training Officer.
- Coordinates between the Fire Department and external vendors.
- Coordinates pre-fire plan training with the Fire Chief / Fire Marshal.
- Assures that all personnel are trained and fully informed of their duties and responsibilities.
- Applies the Department Succession Plan and meets with staff members on any professional development needs.
- Performs other related work as required.

#### **WORKING CONDITIONS:**

The position may require performing strenuous tasks for extended periods of time, requiring lifting or carrying up to 45 pounds and over, pulling, pushing, reaching above the shoulder, crawling, kneeling, climbing and bending; making rapid transitions from rest to near exertion without warm-up periods; and working inside or outside. Incumbents perform physically demanding work wearing self-contained breathing apparatus and heavy personal protective equipment while performing firefighting tasks in hot, humid atmosphere; the incumbent may perform a variety of tasks on slippery, uneven, or hazardous surfaces, work on ladders and roofs, perform complex task during life-threatening emergencies, relying on senses of sight, hearing, smell and touch to help determine the nature of the emergency, maintain personal safety and make critical decisions in a confused, chaotic, and potentially life-threatening environment throughout the duration of the critical incident or emergency response; the incumbent may work closely with others and deal with people in trauma. The position also requires individuals to operate a motor vehicle with lights and siren subjecting the incumbent to high noise, vibration, electrical energy, moving objects, and vehicles. The incumbent may be exposed to the elements outside, dusts, toxic chemicals, fumes, smoke and gases.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

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

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Battalion Chief**. A typical way of obtaining the required qualifications is to possess 3 years as a full-time paid Captain and an Associate's Degree in a related field.

#### **License/Certificate:**

Possession of a valid Class B driver's license; possession of a valid Emergency Medical Technician certificate and valid CPR certification; State Fire Marshall Chief Fire Officer Certification, or equivalent combination of training and education. Consideration may be given for equivalent Fire Officer Certificates recognized by California State Fire Training through reciprocity. Ability to be qualified under CICCIS for applicable positions.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:**

Principles, practices, methods and techniques used in fire suppression, prevention, investigation, communications, training, emergency medical services, disaster preparedness and hazardous materials; emergency medical vehicles, apparatus, tools, equipment, devices, facilities and their proper utilization and maintenance requirements; principles and practices of budget administration; methods and techniques of supervision, training and motivation; applicable federal, state, and local laws, codes and regulations; occupational hazards and standard safety practices; modern office equipment including a computer and applicable software; methods and techniques for basic report preparation and writing; methods and techniques for record keeping; proper English, spelling and grammar.

**Ability to:**

Plan, organize, implement, direct and evaluate department operations and the work of subordinate staff; make sound decisions and direct operations at the scene of all incidents; manage a comprehensive fire prevention and investigation program; select and supervise subordinate staff; manage and oversee the operations and activities of the department; supervise and direct the operations and activities of the department; courteously respond to community issues, concerns and needs; analyze a complex issue and develop and implement an appropriate response; prepare clear and concise administrative and financial reports; prepare and administer a municipal budget; analyze and evaluate new and existing methods and standard operating procedures; make adjustments to standard operating procedures as is appropriate; apply applicable laws, codes and regulations; work independently; communicate effectively, both orally and in writing; understand and follow instructions; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications; operate two-way radio and other communications equipment.