

Battalion Chief, Tactical Operations Job Description (Career)



1 Position Summary

The Battalion Chief (BC) is the highest ranking career station officer. The BC will manage the day-to-day fire department operations and may function as a program manager/supervisor in one of the following areas: EMS, Operations, or Training.

2 Supervision Received

- The BC is appointed by the Fire Chief and reports to the Deputy Chief in matters pertaining to assigned programs and ancillary responsibilities and matters;
- The assigned BC conducts supervision and evaluations; and,
- At emergency incidents, will assume the role and responsibilities of Incident Commander or other command roles as assigned.

3 Supervision Exercised

- Responsible for leading, coordinating, and managing daily operations. With support from career and volunteer company officers, has direct supervision of career and volunteer 24/7 staff;
- Supervises, trains, and evaluates subordinate officers, engineers, firefighters, medics, and volunteer staff; and,
- Frequently commands emergency incidents, but may be assigned to function at the Division/Group/Task supervisor level or below.

4 Essential Duties and Responsibilities

- Directs and supervises the activities of all district fire stations, as well as suppression, prevention, emergency medical, hazardous material responses, rescue, training and public education programs. Is directly responsible for management of the staff scheduling and ensuring coverage;
- Meets the training requirements as outlined in the training program manual;
- Instructs, trains and drills station personnel in firefighter strategy, apparatus and equipment, EMS, Rescue and Haz-Mat;
- Distributes narcotics from narcotics safe as required;

- Inspects subordinate personnel, quarters and stations, apparatus, equipment, tools and supplies; provides appropriate maintenance and repairs, makes recommendations regarding additional work necessary; restocks supplies of apparatus and stations to ensure readiness and availability;
- Maintains records of shift activities, equipment and apparatus maintenance, inspections, emergency response reports and other related activities;
- Reviews emergency response reports;
- Conducts performance evaluations and recommends personnel actions of subordinate personnel;
- Under minimal guidance, conducts inspections of businesses or homes for fire and explosion hazards and conformity to applicable codes and reports findings; prepares emergency incident preplans for principle exposures in district; conducts re-inspections to ensure compliance and currency;
- Investigates fire scenes to determine cause, origin and circumstances of fire; makes appropriate reports;
- Promotes fire prevention through public speaking engagements, demonstrations, fire prevention week, and exhibits;
- Coordinates and schedules activities and ensures minimum staffing levels for engine company operations, station duties, and duty shift coverage, and with other departments, agencies and the public;
- May perform duties of subordinates when necessary. This position is considered a working supervisor;
- Makes recommendations regarding budget, equipment, apparatus, standard operating procedures and the operations of the district;
- May manage one of the three primary operational programs (EMS, training, or operations), and is responsible for completion of administrative duties as necessary;
- By direction, conducts research on matters involving district operations. Performs continuous outside study and research of fire suppression, prevention, rescue, Haz-Mat, and EMS, assuring all training and service delivery reflects current methods and procedures;
- Makes recommendations to continuously improve district operations;
- Takes appropriate safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for the safety of self, others, materials, and equipment. Uses all required safety equipment;
- Understands, follows, and supports all district policy, procedures, standards, and guidelines; trains and instructs subordinates; enforces same;
- Fosters and maintains a positive work atmosphere, demonstrates competency in emergency and training activities;
- Is responsible for the maintenance, upkeep, and possible repair of all department facilities, apparatus and equipment while on duty;
- Wears a department issued pager and ID. Responds to callbacks for staffing and specialty team pages and tones for greater alarms. Position will be subject to standby or on-call schedule;
- Promotes spirit of cooperation, providing effective leadership to subordinates;
- By direction, attends meetings with other agencies, departments, and the public;
- Supervises station personnel in physical fitness training; personally participates in physical fitness training at least each day on shift; and,
- Trains and completes certifications to maintain or improve skills and perform effectively as a BC;

5 Periodic Duties

- May attend remote meetings, conferences and trainings requiring reimbursed travel, including overnight lodging;
- Completes periodic maintenance checks of apparatus and equipment; and,
- Completes periodic reviews of the "Duty Crew" schedule.

6 Knowledge, Skills and Abilities

Knowledge of:

- Modern fire service methods and procedures in suppression, prevention, Haz-Mat and EMS;
- Fire service company-based operations;
- Customer service and public relations;
- Applicable federal, state and local codes and ordinances;
- Fire and EMS training and instructional methods;
- Department policies, procedures and rules; and,
- NWCG/NIMS organizational principles;

Skills and Abilities:

- Plan, organize, coordinate, direct and supervise fire companies operating under emergency and routine circumstances;
- Supervise and motivate career and volunteer department members;
- Interpret and apply laws, rules, policies and codes;
- Communicate effectively orally, in writing, and by electronic media;
- Train, instruct, and evaluate subordinates;
- Establish and maintain effective working relationships with superiors, subordinates, peers and the public;
- Manage and complete numerous technical and complex collateral administrative assignments; and,
- Implement, coordinate and operate within an ICS system.

7 Work Environment

Primarily conducts assigned duties at emergency scenes, on and around apparatus, at fire station, and in training settings. Frequently functions in office environment. Occasionally addresses public groups. Assigned to headquarters station.

8 Tools and Equipment

Department apparatus, ancillary fire/rescue/EMS equipment and tools, personal computer (Windows software, including Excel, Word, and PowerPoint), telephone, copier, audio-visual projectors and VCR, digital camera, and fire training simulator.

9 Physical Demands

As a working supervisor, subjected to quick physical exertion over periods exceeding several hours; responds to emergencies during personal time, including during meals and scheduled rest/sleep; lift heavy objects including other persons; climbing of stairs and ladders; exposure to heights and confined spaces; driving apparatus at all hours, in severe weather; operating in hazardous conditions including heat, smoke, toxic elements, and severe weather; requires contact with severely ill and injured persons; may be exposed to others with communicable and infectious diseases; attends fire/rescue/EMS/Haz-Mat trainings as instructor/student.

10 Minimum Qualifications

- BS/BA in related field or 5 years of experience in fire service supervision and field command, or, 10 years fire service experience with AA in a related field. The Fire Chief shall determine equivalency for any educational requirements;
- Three years as a career lieutenant or above;
- IFSAC or Pro-Board certification as a Fire Officer I, and National Registry or Colorado EMT-B.
- Demonstrated ability to provide effective written and verbal communications to subordinates;
- Ability to motivate, train, and discipline subordinates;
- Knowledge of combination fire departments;
- Successful completion of NIMS I-100, I-200, I-300, IS-700, and IS-800 (must obtain I-400 within one year of appointment);
- Meet minimum annual fitness and physical requirements;
- State of Colorado Driver/Operator certification (or obtain within one year of appointment);
- Must obtain unrestricted Colorado driver's license immediately upon hire; and,
- Incident Command "Blue Card" certification within one year of employment.

11 Desired Qualifications

- Advanced EMT or Paramedic;
- Advanced certifications in Haz-Mat, such as Haz-Mat Technician or specialized WMD Certification; and,
- State of Colorado certification at the Fire Instructor I level.

12 Salary and Benefits

As outlined in the Employee Handbook.

JOB STATUS: *Full-Time; FLSA Non-Exempt*

EMPLOYMENT STATUS: *At-Will*

HOURS: *As required to meet position requirements, (no guaranteed shift).*

APPROVED: _____ **DATE:** _____
John Willson, Fire Chief