



## Drexel Heights Fire District Job Description

<b>Job Title:</b>	Battalion Chief	<b>Position Code:</b>	311
<b>Division:</b>	Emergency Services & Operations	<b>Step Range:</b>	52 - 66
<b>FLSA:</b>	Exempt	<b>Date:</b>	July 1, 2017
		<b>Revised:</b>	July 1, 2021

### General Description

Provide administrative oversight, supervision and leadership to Fire District personnel. Assist the other Chief Officers and the Fire Chiefs in planning, directing and administering the activities of the District. Exercises command and control over the operations of the assigned District function. The Battalion Chief will have authority, in the interest of the District, to effectively recommend procedures, hire, transfer, suspend, lay off, recall, promote, discharge, direct, reward or discipline employees, or to adjust their appeals. A Battalion Chief could be assigned to a 24-hour shift but the position could work a more traditional work week.

### Supervision Received

Works under the direct supervision of the Operations Chief and the Fire Chief.

### Supervision Exercised

Directly supervises Captains and indirectly supervises Firefighters.

### Essential Duties and Responsibilities

1. Serves as shift commander in directing the response and activities of multiple fire companies as assigned.
2. Provides an environment through leadership and example where customer service is the highest priority District activity.
3. Maintains an understanding of and instructs subordinates in District policies, rules, procedures and standard operating guidelines.
4. Recommends and assists in the implementation of goals and objectives; implements and positively reinforces District policies and procedures.
5. Responsible for the enforcement of District rules, regulations, policies, procedures and guidelines within the District.
6. Maintains proper staffing levels as assigned.
7. Coordinates and monitors usage of PTO by assigned personnel.
8. Responds as dispatched within the District and on auto and mutual aid assignments.
9. Coordinates with other agencies to assure uniformity, efficiency and safety during mutual aid emergency operations.

10. Operates radios and other communication equipment utilizing clear and concise verbal skills.
11. Takes command; directs and coordinates emergency scene activities as assigned.
12. Reviews and prepares clear, accurate, complete and timely written and typed logs, documents and reports regarding patient care, incident response, daily activities and training utilizing computer data entry systems.
13. Corrects or reports all non-safe conditions or hazards to the Logistics Division or the Operations Chief.
14. Presents or participates in programs or activities for the community on safety, medical and fire prevention topics.
15. Participates in company fire inspections and in pre-fire surveys; maintains knowledge of geographical locations, target and special hazards within the District.
16. Identifies training needs; conducts or participates in drills, attends classes in firefighting, emergency medical, rescue, hazardous materials and related subjects in order to develop and maintain required skills and certifications.
17. Participates in budget preparation; prepares cost estimates for budget recommendations; submits justifications; monitors and controls expenditures.
18. Monitors employee performance; prepares employee performance reviews; provides guidance/counseling to correct deficiencies; implements discipline procedures when necessary.
19. Mentors, instructs and otherwise prepares company officers under his/her command to assume the duties of Battalion Chief during his/her absence
20. Serves on District and regional committees; performs or oversees special projects.
21. Performs the duties of other Chief officers as required.
22. Maintains positive working relationship with the public and District personnel.
23. Participates in assigned Divisional activity which includes, but is not limited to, coordination, reports, records maintenance, purchasing, research, team work and communication.
24. This position is a safety sensitive public safety position.

The above listed examples of work are not intended to be all-inclusive. The District reserves the right to assign additional duties and responsibilities it deems necessary or desirable, as well as take away any duty and responsibility at its discretion.

### **Knowledge, Skills and Abilities**

1. Ability to think logically and quickly during an emergency.
2. Ability to listen to and apply information and instructions.
3. Ability to read and comprehend technically written materials and manuals.
4. Knowledge of controlling laws and ordinances affecting the District.
5. Thorough knowledge of geography of the District.
6. Ability to direct and supervise the work of others.
7. Ability to deal firmly and courteously with the public.
8. Good judgment and dependability.

9. Ability to maintain confidentiality and ability to remain calm under stress.
10. Ability to read, write legibly, speak distinctly and have good hearing.
11. Maintain a standard of physical fitness as established by the District and District Physician.
12. Ability to properly evaluate subordinates and where necessary the ability to develop and explain improvement plans and actions to subordinates.
13. Ability to build teams.
14. Ability to maintain and uphold high ethical standards.

### **Minimum Education, Training and Experience Requirements**

1. A Bachelor's degree in fire administration/management, business administration, public administration, or a related field as designated by the Fire Chief.
  - a. Exception: North Battalion Captains will be given until January 2025 to complete a Bachelor's Degree. For promotions starting January 2025 this exception will no longer apply.
2. Seven (7) years of experience in fire/emergency services work in a like or similar organization as determined by the Fire Chief.
3. Five (5) years at the rank of Captain in a like or similar department as determined by the Fire Chief.
4. Must be current with all required training (departmental and state required) as noted in the Target Solutions record and other databases used by the District at the time of application.
5. All requirements for the position of Captain including EMT certification.
6. A written recommendation from assigned Chief Officer and Operations Chief.
7. Successful completion of all testing and assessments for promotion.

### **Preferred Education, Training and Experience**

1. Master's Degree in Fire Science, Public Administration or related field.
2. Completion of a Battalion Chief specific course as approved by the Fire Chief.
3. Fire Officer Certification by Arizona Center for Fire Service Excellence or issued by IFSAC.
4. Completion of the NFA Command and Control class.
5. Completion of the NFA Executive Fire Officer Program.
6. Ability to communicate in both English and Spanish.

### **Equipment and Work Aides Used**

Emergency medical equipment, fire apparatus, fire pumps, hoses and other standard firefighting equipment, ladders, telephones (including the use of ear pieces), radios, computer, typewriter, calculator and other motor vehicles, copier, fax machine and other typical office equipment.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop; kneel, crouch or crawl; taste and smell.

The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move up to 200 pounds. Specific vision required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. Personnel routinely work near moving mechanical parts and in high precarious places and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock and vibration. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

### **Selection Guidelines**

Formal application and resume; review of education and experience; appropriate testing and interviews; oral interview; background and social media checks; drug screen; final selection and completion of a pre-employment medical exam. Process may include any or all of the described parts. The Fire Chief makes appointment.

### **Miscellaneous**

The examples of duties are intended only as illustrations of the various types of work performed. 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 position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Approval:**           *Douglas E. Chappell*                **Effective Date:** July 1, 2021