

DEFINITION:

Under general direction, manages a division, element or function within the fire department; assists in planning for, and directing, resources that are available for emergency response, fire prevention and training activities; performs related duties as required and assigned.

DISTINGUISHING CHARACTERISTICS:

The Battalion Chief is distinguished from the Fire Captain in that employees in this class are directly responsible for the continuous supervision, management, and coordination of the activities of an assigned shift of personnel or division, element or function. The Battalion Chief represents the department and the City in matters of policy, rules, regulations and law in the absence of the superior officer. The Battalion Chief coordinates personnel assignments, training, fire prevention and related matters on an assigned shift or division.

The Battalion Chief assigned full-time to Fire Prevention will not be assigned duty shift responsibilities, but may be assigned Incident Commander responsibilities when necessary.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

1. Administer department programs.

Measures: Communicate openly and effectively with city staff, citizens, chief officers and employees on other shifts or divisions in order to bring about the best results in carrying out plans and operations.

2. Respond to alarms.

Measures: Quickly and safely.

3. Make decisions as to emergency mitigation methods to be employed.

Measures: Professional, safe, and standard procedures are followed.

4. Call for additional equipment and staff as needed.

Measures: Professional, safe, and standard procedures are followed.

5. In charge of all incidents on assigned duty shift unless relieved by a higher ranking officer.

Measures: All assigned duties are carried out with skill, efficiency, and safely.

6. Develop training or supervise inspections on assigned duty shift or division.

Measures: Contacts with other departments and the general public are performed with tact, diplomacy, and a cooperative attitude.

7. Administer the department rules and regulations.

Measures: Maintain effective staff discipline, morale, and efficiency.

8. Develop and administer budget allocated to assigned division, element or function within the department.

Measures: Complete and administered within established goals.

9. Conduct performance appraisals and counsel assigned employees.

Measures: Responsible for employee discipline and morale on assigned shift or division.

10. Determine the origin and cause of fires; establish the element of the crime of arson; collect evidence; conduct interviews; write reports; work effectively with the local, State and Federal law enforcement agencies and the District Attorney's office; testify in court.

Measures: Successful prosecution of criminal cases; investigation reports and procedures completed in the appropriate time frames.

11. Oversee the company inspection program to include reviewing the program for compliance with policy and all applicable codes and regulations. Conduct inspection procedures training for department personnel.

Measures: Engine Company inspections are completed with a high level of efficiency.

12. Act as the assistant public information officer for the department.

Measures: Media relations are positive, factual information is presented during press conferences, media questions and inquiries are answered in a factual, positive manner.

13. Counsel juvenile offenders and determine disposition of case; maintain records on potential repeat offenders; make referrals to mental health agencies as necessary.

Measures: Number of repeat offenders.

14. Investigate, resolve and perform follow-up review of public complaints regarding fire or life

safety hazards.

Measures: Prompt elimination or reconciliation of the complaint.

15. Conduct building plan reviews for fire and life safety code compliance for those occupancy classifications mandated by the legislature as local fire agency responsibility. Assist the Building and Planning Divisions by reviewing other occupancy classifications and developments for code compliance.

Measures: Meets time requirements for reviewing the project and returning comments to the builder or developer.

16. Conduct plan reviews on automatic fire sprinkler systems, hood systems, other automatic fire extinguishing systems, fire alarm systems, hydrant locations; assist builders and developers in meeting recognized fire and life safety standards.

Measures: Meets the required time frames for reviewing the plans and answers the questions and concerns of builders and developers.

17. Serve as relief Deputy Chief of Operations or Deputy Chief/Fire Marshal when Deputy Chief is unavailable.

Measures: Completes given assignments and responsibilities of the position as required of the Fire Chief.

18. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

The principles and practices of fire safety, fire prevention, fire suppression, fire investigation and emergency/disaster mitigation; fire fighting equipment and apparatus; applicable City, State and Federal standards, laws and codes; department rules and regulations.

Ability to:

Interact effectively with the public and employees. Investigate fire causes; develop lesson plans to train others; instruct fire firefighters; maintain effective discipline and morale; keep accurate records and prepare reports; represent the fire service point of view when interacting with the Building and Planning Divisions, the Board of Administrative Review, the Planning Commission, City Council, and other local, State and Federal agencies; recognize the other person's or agency's point of view and effectively resolve any differences of opinion or code/regulation interpretation; produce well-written reports in formats that meet the needs of City policy and department policy, police work, the District Attorney's office and the public.

Education:

Typical education would include an Associate of Arts degree in Fire Science from an accredited college, university, or equivalent; additional course work in a related field. A Bachelor's Degree from an accredited college or university is desirable. Significant formal course work from an accredited school, college or university in the field of fire technology, fire protection and engineering or public administration may be applicable in meeting the requirements for education.

Experience:

Operations and Training Battalion Chiefs: Typical experience would include four years as a company officer.

Fire Prevention Battalion Chief: Typical experience would include four years as a fire prevention officer, fire investigator and plans examiner, including evidence of increasing job responsibility.

Special Requirements:

Possession of the appropriate California driver's license, or ability to acquire one within ten days of appointment.

Employees must reside within Shasta County or a county contiguous to it.

Additionally, Fire Prevention Battalion Chief requires:

- Completion of P.C. 832 within one year of appointment.
- Fire Inspector certification from Uniform Fire Code or International Fire Code or equivalent within one year of appointment.
- Fire and Life Safety Plans Examiner certification in International Building Code or equivalent within three years of appointment.

NOTE: See class spec history file for Job Analysis prepared by Intracorp, dated June 15, 1998.

REV 8/98
REV 9/99
REV 3/01
REV 11/04
REV 4/07