

Class Title: Battalion Chief

Class Code: 435

Department: Fire & Emergency Svcs.

Reports to: Assistant Fire Chief

Salary Grade: Per Contract

FLSA Status: Non-Exempt/OT Eligible

Representation: Represented

FTE Status: Hourly/Salaried

Flex Schedule Available: No

Competency Level: Supervisor

General Description:

Performs professional and supervisory work in directing the operations and activities of the fire suppression, daily activities and emergency medical functions of the Fire Department. Responsible for educating personnel about and enforcing standards, policies and procedures; actively coaches and promotes employee development, including mentoring and evaluation; plans and coordinates department programs and assists with division administration and management.

Distinguishing Characteristics:

As the department's lead person on a work shift, the Battalion Chief Job involves supervision of subordinate supervisor(s) who may be working in another fire station. The Battalion Chief is the critical employee in the implementation and reinforcement of department standards, policies and procedures.

Essential Job Functions:

- Plans, organizes, and supervises the day-to-day activities of full-time firefighters; prepares daily and weekly schedules for training, equipment maintenance and other related duties.
- Assumes command at emergency scenes; places duty companies and supervises rescue, exposure, confinement, extinguishment, ventilation, salvage and overhaul activities. Responds to all structural fires while on duty and while off as requested and needed.
- Administers and coordinates Departmental programs as assigned by the Assistant Chief.
- Makes recommendations to supervisors for the development of departmental fire suppression and prevention goals, objectives, and priorities; coordinates and supervises assigned programs and procedures to meet established goals.
- Schedules and oversees inspection of fire suppression equipment and vehicles to assure departmental standards and operating procedures regarding general appearance, working condition, and safety are met.
- Develops and implements modern fire suppression training programs; leads or oversees drills; maintains records of training activities of the shift.

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- Makes recommendations for the fire suppression and prevention annual operating budget.
- Evaluates shift personnel; investigates personnel incidents or problems; enforces department policies and procedures and makes recommendations and/or takes appropriate personnel management actions.
- Briefs and debriefs subordinates on shift activities and incidents.
- Acts as liaison with public, local and State agencies and the City of Tumwater regarding fire suppression and prevention matters.
- Supervises inspection and maintenance of apparatus, equipment and station facilities.
- Supervises shift activity, record reporting, and maintenance and retention programs; prepares required State and local reports.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, and Abilities:

- Extensive knowledge of department policies, rules and regulations, and controlling laws and ordinances pertaining to fire suppression and fire prevention.
- Considerable knowledge of methods, materials and equipment used in fire suppression and EMS.
- Considerable knowledge of current personnel administration, labor-management, and supervisory practices and techniques.
- Knowledge of technical aspects affecting fire control such as travel of fire, flame propagation, fire behavior, and effects of fire spread in building construction.
- Knowledge of full range of employee development, mentoring, coaching, and training methods, techniques, and practices.
- Knowledge of current practices, methods, techniques and regulations pertaining to employee selection, evaluation, and discipline.
- Knowledge of issues and problems encountered in employee relations, labor relations, human relations, and customer service.
- Knowledge of full range of safety regulations, workplace safety awareness programs, accident prevention programs, and hazard identification, mitigation, and avoidance programs.

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- Knowledge of other fire department operations, such as fire prevention, fire inspection, arson investigation, emergency/disaster preparedness, and public safety education.
- Knowledge of codes and ordinances affecting firefighter safety, fire safety and engineering, fire protection systems and laws pertaining to the crime of arson.
- Skill in translating plans and strategies determined by upper management into action at the operating level.
- Skill in analyzing complex issues and situations; and recommending effective solutions.
- Skill in planning, organizing, directing, controlling, and supervising the work of others.
- Skill in developing, revising, and implementing routine and complex short and long range operations plans.
- Skill in formulating and setting goals and objectives that are congruent with departmental plans, missions, and service standards.
- Skill in motivating, encouraging, mentoring, and inspiring workers to meet productivity, safety, customer service, and behavior goals.
- Skill in performing, monitoring, and insuring quality standards are met in the routine, emergency, and technical work performed by employees.
- Skill in using data, performance measures, and employee input to make improvements in systems, structures, and services.
- Skill in performing fire suppression and emergency activities, including administration of pre-hospital emergency medical care to the Washington State EMT level.
- Skill in selecting and applying verbal and written communication methods to inform, persuade, motivate, counsel, advise, and direct.
- Ability to execute fire and disaster plans under emergency and hazardous conditions.
- Ability to effectively schedule, assign and evaluate work of subordinates.
- Ability to assist in the preparation of departmental budget, policy and regulation recommendations.
- Ability to tactfully deal with City and department staff members at all levels, the general public, developers, and business owners regarding service delivery issues, complaints, discipline, performance evaluation, policies, code requirements, compliance and violations.
- Ability to inform, persuade and effectively negotiate alternatives to compliance and problem resolution in the best interests of the public.
- Ability to effectively coordinate, monitor, and complete multiple, ongoing projects, tasks, and assignments under demanding deadlines, emergency conditions, and in dangerous situations.
- Ability to effectively assume fire incident command.
- Ability to maintain high personal level of motivation, job satisfaction, and productivity.

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- Ability to understand, use, and apply management and administrative information systems, technical manuals, policies, guidelines, and procedures.
- Ability to make sound decisions and use good judgment in both routine and emergency situations.
- Ability to travel to and access diverse indoor and outdoor work locations throughout the urban area to supervise, inspect, review, and monitor work, working conditions, or progress toward goals.
- Ability to communicate effectively using a variety of methods and in a variety of settings and situations with the public, senior management, employees at all organization levels, administrators, and officials.
- Ability to successfully and skillfully operate individual and crew served vehicles, apparatus, and equipment and perform firefighter and emergency medical technician work in all conditions if needed.

Minimum Qualifications:

Must be able to pass, or have medical transcripts which demonstrate successful completion of, a LEOFF II medical examination or any other standard physical examination as may be required by the City of Tumwater or the State of Washington. Must be able to meet the requirements of the Rules and Regulations of the Tumwater Civil Service Commission which may encompass requirements regarding minimum age, education, physical strength and agility or other job-related qualifications.

Five years experience as a firefighter and two years experience in a fire department supervisory position (must have completed probation as a Lieutenant in the Tumwater Fire Department) and recognized training in Fire Officer I and II, Instructor I and II, and Incident Safety Officer.

Must have completed or be enrolled in the JATC Officer Program.

Preferred:

Five years of experience as a municipal fire department fire supervisor or an Associate of Arts Degree in Fire Science or a related field, two years' experience as a fire suppression supervisor.

Training/Licenses/Certifications:

A valid Washington State driver's license is required. Must maintain a current Washington State/Thurston County EMT certification.

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Supplemental Information

Contacts:

- Interpersonal contact is of major importance in supervising and conducting assigned functions.
- The Battalion Chief has daily contact with all members of the Fire Department and the general public for the purpose of supervising, educating or sharing information, and/or problem resolution.
- The Battalion Chief must resolve both technical and interpersonal problems encountered while conducting evaluations, discipline, and counseling.

Supervision:

Supervision is provided by the Assistant Fire Chief of Operations through general review and evaluation of achievement of departmental objectives and efficiency of operations. Supervision of subordinate full-time and volunteer personnel is required.

Accountability:

The Battalion Chief is accountable for supervising and assuring the efficient and safe operation of training, on-going suppression, emergency medical and prevention functions, compliance with a variety of codes and Department policies, procedures, training and safety standards, and effective employee supervision.

Working Conditions:

- The Battalion Chief is assigned to a 24-hour shift. The shift schedule is a 4-platoon model.
- Additional shifts may be required if warranted by circumstances and events.
- While conducting training or in command at the scene of a fire or emergency, working conditions vary according to the nature of the scene and may, at times, be extremely hazardous.
- Work involves exposure to weather conditions, all types of terrain, slippery surfaces, hazardous materials, chemicals, toxic fumes and smoke.

Physical requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Battalion Chief must be able to work in all of the working conditions listed. The Battalion Chief may also have to perform task level

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operations such as hose deployments, patient extrication, and a variety of other physically demanding tasks.

Specific physical requirements and typical working conditions for this position are on file in the Administrative Services Department.

The City of Tumwater is an Equal Opportunity Employer (EOE), committed to a diverse workforce. Women, minorities, and people with disabilities are encouraged to apply.