

# CITY OF WATERTOWN POSITION DESCRIPTION

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This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principal duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

**Title:** Battalion Chief -(Full-time) **Department:** Fire **FLSA Status:** Non- Exempt **Revised:** Sept 4,

## 2024 **General Summary:-**

This is an operational position responsible for managing and supervising fire, rescue, and EMS personnel on an assigned shift. The work involves direct supervision of the company officers and indirect supervision of all other personnel of the assigned shift. The work involves participation in developing, planning and scheduling programs and work as related to the operational goals of the fire department. The position assists with formulation and implementation of management principles and practices and in maintaining and improving performance and service delivery standards. The position possesses effective authority to commit Fire Department and other city resources. The position is responsible for the day-to-day supervision, control, direction, evaluation, and management of shift personnel and their activities including emergency scene management of firefighting, operations, rescue operations, delivery of emergency medical services, hazardous materials responses, and other activities as needed or directed. Work assignments are under the general direction of the Fire Chief. Assignments are broad in nature and afford the exercise of independent judgment in relation to department and platoon personnel and equipment for the effective operation, and for direction and participation in fire suppression and rescue activities. Work is reviewed through periodic performance reports, observation of results achieved, and one-on-one conferences. This position supervises all shift fire personnel. In absence of Fire Chief may assume role of Acting Fire Chief.

## **Duties and Responsibilities:**

1. Responds to fire or other emergencies; accesses situation, directs mitigating actions to protect lives and preserve property.
2. Takes actions to mitigate other situations such as natural disasters, hazardous materials releases, or other dangerous situations.
3. Responds to medical emergencies, performing rescue and emergency medical care.
4. Identifies persons requiring immediate care, provide prehospital medical services and transports victims for further medical care.
5. Oversee and complete various administrative tasks for department operational success.
6. Ensures all assignments are completed on time.
7. Serve as an effective mentor to Lieutenant and crew.
8. Responsible for overall community involvement and education.
9. Ensures facility and facility equipment are maintained.
10. Attends training and meetings to remain current on fire suppression, rescue methods, leadership, management, and EMS skills
11. Promotes positive department image through positive public personal conduct.
12. Ensures all routine duties such as report writing, data entry, and paperwork is complete

and in proper order.

13. Responsible for assigned personnel and their compliance with department rules policies, procedures, and special instructions of higher-ranking officers.
14. Promotes positive public relations with the community and assists crews in the public relation interactions.
15. Responsible for general fire code enforcement and general fire investigations.
16. Reports on proficiency of probationary employees assigned to their crew.
17. Make periodic inspections of all apparatus to ensure fire and EMS equipment is maintained and in working order.
18. Completes all required employee evaluations.
19. Perform other work duties as assigned.

#### **Required Knowledge, Skills and Abilities:**

- Graduation from an accredited two (2) year Associate degree program with a bachelor's degree preferred.
- Possess a valid State of Wisconsin Driver's License
- Five (5) years' experience in firefighting work which includes at least three (3) years' experience as a Lieutenant or above.

#### **Technical Requirements:**

- Certified as an NREMT and/or State of Wisconsin EMT Basic or higher (Paramedic Preferred)
- NIMS 100, 200, 300, 400, 700, 800 (NIMS 400 within 6 months of promotion)
- State of Wisconsin Firefighter I and II, or NFPA Equivalent
- State of Wisconsin Driver Operator or NFPA Equivalent
- State of Wisconsin Emergency Services Instructor 1 (Must maintain)
- State of Wisconsin Fire Officer I & II (Officer II within 1 year of promotion)
- Designation as a certified Chief Fire Officer with CPSE (within 3 years of promotion)

#### **Knowledge in:**

- Firefighting, rescue techniques, fire prevention, and emergency medical services methods, techniques, and practices
- Computer applications involving word processing, data entry, and /or standard report generation
- Regulations, ordinances, and laws regarding a firefighting/emergency services

#### **department Skills in:**

- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds, often in situations which may be stressful
- Maintaining safety precautions in performance of work
- Preparing and composing reports and records on activities performed
- Provide productive

#### **leadership Ability to:**

- Sustain physical effort involving performance of duties in situations of personal danger with exposure to all types of weather conditions and heights.
- Lift and carry patients in conjunction with at least another employee with weights of greater than 100 pounds, carrying equipment with weights up to 30 pounds, traversing a variety of surfaces and elevations and be able to, sit, stoop, crawl, bend, climb, and twist while performing the essential functions of this job.
- Read and understand policies, rules, instructions, and written material pertaining to fire and rescue operations
- Exercise judgment during hazardous circumstances and act quickly and effectively during
- Maintain EMT license, as it is a condition of employment
- Establish and maintain effective working relationships with those contacted in the course of work
- Understand, follow, and effectively carry out instructions
- To effectively lead and manage assigned personnel to complete all tasks
- Ability to take personal accountability for being an officer
- Have good time management

## **WORKING CONDITIONS**

Emergency firefighting and public safety environment; exposure to fire surroundings; exposure to intense heat, structural collapse, falls and possible electrocution at emergency scenes, animal and human blood and other fluids, hazards of emergency driving, hazards associated with traffic control and working in and near traffic; working in and near natural and man-made disasters; exposure to inclement weather conditions; work in and with water; work at heights on scaffoldings or ladders; work in confined spaces; work underground when necessary; work on slippery and uneven surfaces; work in and around heavy vehicles and equipment; exposure to noise, dust, grease, smoke, fumes and gases; exposure to potentially hazardous chemicals, explosives, high voltage and toxic materials; exposure to waste and infectious diseases; possible exposure to electrical or radiant energy, work closely with others.

I have read and understand the contents of this position description, and I have received a copy of this position description for my records.

PRINT NAME: \_\_\_\_\_SIGNATURE: \_\_\_\_\_DATE: \_\_\_\_\_