

City of Grass Valley  
JOB DESCRIPTION



**BATTALION CHIEF**

---

**Department: Fire Department**

**FSLA Status: Non Exempt**

**Reports To: Fire Chief**

**Unit: 1 / Classified Full-Time Position**

**Adopted: June 6, 2002**

**Revised: April 2023**

---

**SUMMARY OF JOB PURPOSE**

Under the supervision of the Fire Chief, the Battalion Chief is responsible for the management of staff and resources on an assigned shift that may, under agreement, include employees and resources of other fire agencies. The Battalion Chief plans, organizes, directs, and evaluates the emergency activities of assigned personnel. The Battalion Chief performs administrative duties that may include the supervision and/or staff work of specialized functions within the fire department including Fire Prevention, Training and Safety, program and policy review and development, and providing staff assistance to the fire chief.

The Battalion Chief position is an exempt-management position which involves a high degree of discretion and requires independent judgment, self-motivation and high ethical standards. The position requires all-risk emergency response technical skills and administrative and leadership abilities.

In the absence of the Fire Chief, the Battalion Chief may act as the chief officer of the fire department.

Applicants must pass a medical examination to verify the ability to physically perform all required duties.

**SUPERVISION RECEIVED AND EXERCISED**

The position is supervised by the Fire Chief and is the direct supervisor of shift assigned Captains and the indirect supervisor of shift assigned Engineers and Firefighters. If assigned supervision of other staff functions, the Battalion Chief may supervise the staff assigned in those particular functions.

**ESSENTIAL FUNCTIONS (includes but not limited to listed tasks)**

- Coordinates the staffing and operational activities of the shift. Where appropriate, responds to, and assumes command of, or fills other subordinate supervisory positions at emergency incidents.
- May respond to and assist ALS, LALS, and BLS department members in medical processes and procedures; communicates medical information to the hospital; documents emergency care rendered, all in compliance with local, state, and federal laws and regulations.

City of Grass Valley  
JOB DESCRIPTION



**BATTALION CHIEF**

---

- Recognizes the importance of firefighter safety and wellness and works continuously in pursuit of a safe working environment, providing appropriate training and developing attitudes that promote safety and healthy lifestyles.
- Assures shift operational readiness of personnel, apparatus, and equipment.
- Participates in the selection, training, evaluation, motivation, and career development of assigned staff.
- Monitors employee performance, conducts performance appraisals, and assists employees in setting goals. Implements performance improvement plans and initiates corrective or disciplinary actions as necessary.
- Is knowledgeable of and implements the policies and procedures of the City and the Department including purchasing and personnel policies and operational procedures.
- Suggests updates of existing policy and develops new policies for approval.
- Fosters the efficient provision of emergency services through cooperation and coordination with other fire departments, city departments and allied agencies.
- Coordinates with other shift Battalion Chiefs on the implementation of new practices across all shifts and strives to achieve consistency in operations across all shifts.
- Participates in apparatus and equipment inspections, coordinates maintenance and repairs, and participates in the development of new apparatus specifications.
- Prepares reports, reviews reports prepared by subordinates. Maintains thorough and accurate records.
- Continuously monitors and evaluates procedures, practices and methods for safety, efficiency, effectiveness and necessity. Recommends changes where appropriate.
- Purchases supplies and services in support of Fire Department operations.
- Provides staff assistance to the Fire Chief as directed.
- When called and available, responds to emergency incidents when off duty.
- Knowledgeable in the use of Report Management System to record and document responses and activities.

**QUALIFICATIONS**

***To perform this job successfully, a person must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.***

**Knowledge of:**

- Must be knowledgeable of the Incident Command System and incident control strategies and tactics.
- Must be able to analyze and research job related topics, prepare staff reports and make oral presentations. Must be able to effectively train personnel in a classroom or field setting and in one-on-one or group settings.
- Must have basic knowledge of laws, codes, regulations, standards, and agreements related to the provision of Fire Department services, including Fire Prevention
- Must have a basic understanding of budget management and procurement policy.

City of Grass Valley  
JOB DESCRIPTION



**BATTALION CHIEF**

---

**Skills in:**

- Modern all risk emergency incident operations
- Management practices
- Inner personal relationship building
- Team building
- Cooperating with multiple agencies including State and Federal Fire Agencies, Law Enforcement and Emergency Medical Services Agencies

**Ability to:**

- Must have personnel management skills sufficient to effectively lead subordinates.
- Must possess the ability to set priorities and see tasks through to a conclusion.
- Must be able to establish effective working relationships with personnel, elected officials, and other city departments and outside agencies.

**EDUCATION AND EXPERIENCE**

- Minimum 18 years of age
- Completed the 12th grade with Diploma or General Education Degree
- California State Firefighter 1 certificate or equivalent as recognized by the California State Fire Marshal. Full time experience in an all-risk fire agency may be substituted for the required completion of the California State Fire Marshal Fire Academy as determined by the City.
- Associates Degree in fire service or related field. Significant experience in fire suppression, leadership and management may be substituted for the associate degree at the discretion of the Fire Chief
- Bachelor's Degree in fire service or related field desired
- Ten years full-time paid fire suppression experience. Career must exhibit a pattern of increasing responsibilities, participation, and professional growth.
- Three years' experience as a fire captain assigned to fire suppression in a professional, career fire department with engine and/or truck company background. Acting appointments to Fire Captain qualify as ½ time credited for each year (365 days) of acting worked.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- California State Firefighter 1 certificate or equivalent as recognized by the California State Fire Marshal. Full time experience in an all-risk fire agency may be substituted for the required completion of the California State Fire Marshal Fire Academy as determined by the City.
- Valid California Emergency Medical Technician (EMT) certification (or ability to obtain prior to appointment) and the ability to obtain Expanded scope EMT accreditation provided by the Grass Valley Fire Department. A valid and current California EMT

**City of Grass Valley  
JOB DESCRIPTION**



**BATTALION CHIEF**

---

certification and the Expanded Scope EMT must be maintained as a condition of employment.

- Current CPR certification. A valid and current CPR certification is a condition of employment.
- Valid unrestricted California Driver's License for operations of fire apparatus or a valid unrestricted California Commercial Driver's License. A valid California Driver's License endorsed for operation of fire apparatus, or a valid California Commercial Driver's License must be maintained as a condition of employment.
- ICS-300
- CSFM Fire Officer
- Progress towards certification as a Chief Officer (post appointment permissible)

**WORK SCHEDULE**

The Battalion Chief is expected to maintain a physical presence in order to carry out the essential job duties, which may include assigned traditional or flexible shift schedule as determined by the Fire Chief.

**LANGUAGE SKILLS**

Ability to read, write and communicate in English at a level required for successful job performance.

**MATHEMATICAL SKILLS**

Ability to use and understand basic mathematical concepts such as: adding, subtracting, multiplying, dividing, simple fractions and percentages.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, orally or in diagram form; analyze and resolve problems involving circumstances and or events using standardized methods or procedures.

**PHYSICAL DEMANDS**

- Person must pass a medical examination to verify the ability to physically perform all required duties.
- 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.

City of Grass Valley  
JOB DESCRIPTION



**BATTALION CHIEF**

---

- The employee must be free from any physical, emotional, or mental condition which might adversely affect the ability to perform essential job duties.
- The employee must have the ability to perform those physical activities required for the execution of essential functions including, but not limited to, regular sitting, walking, standing, performing repetitive motions with hands and wrists such as regular keyboarding. The employee must have the ability to perform normal communications, including in person, two-way radio or on the telephone. The employee must also be able to crouch, kneel, stoop, twist, climb, balance, reach, grasp, push, pull, carry and lift 100 pounds of weight. The employee must be able to work in confined spaces for extended periods of time in all climates and weather.

**WORKING ENVIRONMENT**

- May require exposure to physical hazards such as fumes, chemical and bodily fluids.
- May require working in adverse environmental conditions such as inclement weather, extreme temperature, dust, noise, dim lighting, confined spaces, and other conditions that may arise while performing essential functions.
- May require the ability to wear an air supply / purifying respirator.
- May be required to work for extended periods without days off.

**BACKGROUND**

Candidates offered employment will be required to successfully pass a background investigation that may include psychological examination, polygraph examination and in-depth background investigation.

**GENERAL**

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

***This job description indicates in general the nature and levels of work, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER***