

BATTALION CHIEF
OPERATIONS/TRAINING

GENERAL:

The Battalion Chief, under the supervision of the Chief, is responsible for fire department facilities and fire company operations as assigned, participates in and directs assigned personnel in emergency response operations and training activities.

DISTINGUISHING CHARACTERISTICS

Basic administrative abilities are required along with command and leadership qualities. The Battalion Chief must be self motivated and have the ability to motivate others.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by the Fire Chief or the Assistant Chief.

REPRESENTATIVE ESSENTIAL DUTIES:

The Battalion Chief will implement the policies and procedures of the Fire Department. The Battalion Chief will be responsible for the fire companies and rescue personnel respectively, performing duties and exercising the assigned authority of the Fire Chief.

The Battalion Chief will be responsible for company fire personnel on a daily basis in the following tasks: emergency response, equipment testing and maintenance, station maintenance, and assist when needed with fire prevention, public education, pre-planning and inspections.

The Battalion Chief will respond to fires and other emergencies as required by the Chief and assume command when necessary until the arrival of the Chief.

The Battalion Chief will be responsible for training drills, supervise and/or conduct training assignments (and be informed of all activities and report to the Chief as needed).

The Battalion Chief will prepare and submit reports and records as required by the Chief.

The Battalion Chief will assist the Fire Chief in planning and implementing a five and ten year plan for the fire department concerning staffing, equipment and training.

The Battalion Chief will assist the Fire Chief in designing specifications and purchasing equipment for the fire department.

The Battalion Chief will preserve order and discipline, require and enforce compliance with rules and regulations of the City Department and the orders of the Chief.

The Battalion Chief will be responsible for the safety of all personnel and equipment.

The Battalion Chief will perform other duties as assigned.

KNOWLEDGE, ABILITIES, SKILLS AND QUALIFICATIONS:

Knowledge of:

Purchasing fire equipment.

Budget planning.

Administrative/command skills.

Code enforcement.

Commercial/residential construction knowledge.

English usage, spelling, grammar and punctuation.

Ability to:

Assume administrative responsibility of the Chief or assist the Chief during his/her absence.

Command an emergency scene.

Administer fire department/company business on a daily basis.

Supervise personnel.

Understand and carry out oral and written directions.

Understand the Fire Department organization and policy's. Be familiar with the operation of the City of Grass Valley and external agencies to carry out the responsibilities as assigned.

PHYSICAL REQUIREMENTS

Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.

Must pass the physical agility test of the Grass Valley Fire Department.

REQUIRED EDUCATION AND EXPERIENCE:

Completion of 12th grade or GED equivalent.

Should possess an AA or AS in Fire Service or related field.

10 years of paid Fire Service experience with a minimum of 3 years at the Company Officer level.

Minimally the Battalion Chief will possess certifications for the following:

State Firefighter 1

Fire Officer Certificate

EMT 1B

Firefighter Class B drivers license

Any other certificates required by the Fire Chief.

The City reserves the right, with the concurrence of the Department Head, 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 position is a position of the City of Grass Valley.

AN EQUAL OPPORTUNITY EMPLOYER