



Superstition Fire & Medical District

Job Description

Job Title:	Battalion Chief	Department:	Public Safety
Salary Range:	#57: \$85,532 - \$114,621	FLSA Class:	Exempt

Position Summary:

Under general direction of the Assistant Chief(s), the Battalion Chief supervises engine and ladder companies or other personnel assigned to one of the District's three platoons. This position provides management and leadership for all fire captains and subordinate shift personnel in suppression of fires, technical rescue services, emergency medical services, fire prevention, public education activities, and hazard mitigation. The Battalion Chief supervises maintenance of fire stations, equipment, apparatus, and related work as required. The position coordinates the effective and efficient use of emergency services resources to carry out the mission of the District. The Battalion Chief acts as the Fire Chief's representative in matters related to policy and procedure for the assigned work platoon. The Battalion Chief is typically required to work shifts. Shifts are typically 48-hour shifts and 56-hour work weeks. Incumbents may be assigned to a 40 hour work week as a Division Chief. The Division Chief is an Administrative 40 hour assignment from the Battalion Chief classification.

Essential Functions:

- Responsible for all operational and administrative matters for the assigned work platoon.
- Commands fire, rescue, and medical operations for assigned work platoon.
- Handles personnel problems and discipline as necessary, requested and/or required.
- Evaluates the work performance of fire captains and subordinate shift personnel and provides feedback for professional growth and/or direction for corrective action where appropriate.
- Facilitates communication process with peers, subordinates, citizens and outside agencies to assure organizational effectiveness and responsiveness.
- Coordinates, oversees, and/or conducts daily training activities.
- Schedules subordinate officer meetings as directed or needed
- Interprets administrative policy to subordinate personnel.
- Provides input and suggests change to District policy, planning, and objectives, as well as participates in short and long-range.
- Effectively shares information to and from operations personnel to improve effectiveness of planning.

- Plans, evaluates, assigns, and coordinates multiple tasks, projects, or assigned area(s) of program responsibility.
- Develops and manages budget and expenditures, as well as approving or recommending budget and expenditures from subordinate personnel.
- Participates as a member of the management team in discussions and meetings with labor representatives.
- May be assigned additional duties and responsibilities at the discretion of the Fire Chief, as may be necessary to meet the Fire District's mission, policies and operational objectives.
- Assists the Fire Prevention Division with coordination and supervision of public education, fire prevention and inspection activities.

Knowledge, Skills and Abilities:

- The Battalion Chief must meet all Knowledge, Skills and Abilities that are required for SFMD Fire Captain.
- Considerable knowledge of fire behavior, and the principles, practices and procedures of modern firefighting and fire prevention including rescue and emergency medical services work.
- Knowledge of fire prevention codes, standards and inspection techniques.
- Knowledge of the geography of the SFMD or the ability to obtain and retain such knowledge within the one-year probationary period.
- Knowledge and understanding of all policies and procedures of the SFMD.
- Ability to effectively function as a middle-manager and supervise the activities of subordinate personnel, including paid staff and volunteers.
- Demonstrated knowledge, skills, and ability to have a positive impact on the performance of employees through positive actions as a role model, displaying a positive attitude, and leading by example.
- Demonstrated knowledge, skill, and ability to counsel, motivate, and guide employees as necessary, including attempting to solve issues, including grievances at the lowest level.
- Ability to quickly analyze complex emergency situations and take appropriate actions.
- Ability to command and control emergency operations involving multiple personnel, multiple fire companies and multiple outside agencies.
- Ability and training to recognize and handle hazardous material emergencies.
- Ability to use a computer to perform the essential function of the position.
- Demonstrated commitment to diversity and sustainability, and the ability to promote diversity and sustainability principles with employees in daily operations.
- Demonstrated ability building teams, coalition building, and administering customer relations programs both interior and exterior to the organization.
- Ability to provide the leadership required for organizational effectiveness and success.
- Ability to follow and positively model support of SFMD's Mission, Vision and Values.

Required Training and Experience:

- Must have held the rank of Fire Captain with SFMD for at least five (5) years.
- Must have at minimum an associate's degree in an applicable field, and/or the required knowledge, skills and abilities to successfully perform the duties as required by the job description.
- Must have Arizona EMT-Basic or Paramedic and maintain certification.
- *By January 2018, SFMD Battalion Chiefs are expected to have a Bachelor's Degree in Fire Science, Management, Business, or other related field. Battalion Chiefs are also expected to pursue their Chief Fire Officer (CFO) designation through the Center for Public Safety Excellence (CPSE), and maintain the designation while at this level or above.*

This job specification should not be construed to imply that these requirements are exclusive standards for the assignment. Incumbents will follow any other instructions, and perform any other related duties as may be required by supervisory personnel. Performance of other essential functions may depend upon work location, assignment and/or shift.