



## Job Description – Battalion Chief

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### **Position Summary:**

Under the general direction of the Assistant Chief, the Battalion Chief supervises engine and ladder companies and/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 the suppression of fires, technical rescue services, emergency medical services, transportation services, fire prevention, public education activities, all-hazard mitigation and non-emergency services.

The Battalion Chief provides oversight of all 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 SFMD. The Battalion Chief acts as the Fire Chief's representative in matters related to policy and procedure for their assigned platoon. The Battalion Chief will be required to work a 48/96 schedule but may be assigned to a 40-hour assignment as required by organizational needs.

This classification is designated as an unclassified, at-will position and is FLSA exempt-executive. BCs are expected to perform additional administrative work and attend meetings outside of their assigned shift. However; BCs, may be called back to work shifts as responding BCs to ensure emergency response coverage and will then be eligible for additional straight-time compensation.

### **40-hour Assignments:**

BCs may be placed on day assignments (40-hour workweek) to direct or support administrative and program areas within SFMD. These administrative BCs direct or support functional areas as the Fire Chief assigns.

### **Essential Functions:**

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Responsible for all operational and administrative matters for the assigned platoon.
- Command fire, rescue, and medical operations for the assigned platoon.
- Oversee personnel problems and provides corrective measures as necessary, requested, and/or required.
- Evaluate the work performance of Fire Captains and subordinate shift personnel while providing feedback for professional growth and/or direction for continuous improvements.
- Facilitate communication processes with peers, subordinates, citizens, and outside agencies to assure organizational effectiveness and responsiveness.
- Coordinate, oversee, and/or conducts daily training activities.

- Schedule subordinate officer meetings as directed or needed.
- Interpret administrative policy to subordinate personnel.
- Provide input and suggest improvements to district policy/procedure, and participate in short and long-term planning.
- Effectively share information to and from operations personnel to improve effectiveness of district operations.
- Plan, evaluate, assign, and coordinate multiple tasks, projects, or assigned area(s) of program responsibility.
- Develop and manage budgets and expenditures, as well as approve or recommend budgets and expenditures from subordinate personnel.
- Participate as a member of the management team in discussions and meetings with labor management representatives.
- Work with the Fire Prevention Division with coordination and supervision of public education, fire prevention, community risk reduction, and inspection activities.
- Reconcile all incident data for their platoon.
- Ensure service delivery standards are met or exceeded.
- Coordinate daily staffing to meet the objectives of SFMD.

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

#### **Knowledge of:**

- The Battalion Chief must meet all knowledge, skills, and abilities required for an SFMD Fire Captain.
- Fire behavior and the principles, practices, and procedures of modern firefighting and fire prevention, including rescue and emergency medical services work.
- Fire prevention codes, standards, and inspection techniques.
- The geography of the SFMD or the ability to obtain and retain such knowledge.
- All policies and procedures of the SFMD, as well as a full understanding of the same.

#### **Ability to:**

- Effectively function as a middle-manager and supervise the activities of subordinate personnel and volunteers.
- Have a positive impact on the performance of employees through positive actions as a role model, displaying a positive attitude, and leading by example.
- Mentor, motivate, and guide employees as necessary, including conflict resolution and grievances beginning at the lowest level.
- Quickly analyze complex emergency situations and take appropriate actions.
- Command and control emergency operations involving multiple personnel, multiple fire companies, and multiple outside agencies (auto-aid partners).
- Manage hazardous material emergencies.
- Use all available technology to perform the essential functions of the position.
- Promote diversity and sustainability principles to promote employee success.

- Build teams and administer customer relations programs both interior and exterior to the organization.
- Provide the leadership required for organizational effectiveness and success.
- Follow and positively model support of SFMD's Mission, Vision, and Values.
- Perform other duties as assigned at the discretion of the Fire Chief, as may be necessary to meet the fire district's mission, policies and operational objectives.

### **Required Training and Experience:**

- Must currently hold the rank of Fire Captain or higher.
- Must have a minimum of 7 consecutive years of fire service experience.
- Must have a minimum of 2 years of experience as a Fire Captain.
- Must have a Bachelor's Degree in Fire Science, Business Administration, Public Administration, or related field (as approved by the Fire Chief) from an accredited college or university.
- Must have attained initial Blue Card Incident Command certification.
- Must possess Arizona EMT-Basic or Paramedic and maintain certification.
- Must possess a valid Arizona Driver's License.

### **Licensing, Certifications, and other Requirements**

- Must not be on the Office of Inspector General (OIG) list of Excluded Individuals/Entities (LEIE).

### **Work Environment/Physical Demands**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position or that an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Some work is performed in an office environment; but responds to emergencies and is subject to potential personal danger.
- Engage in moderate to strenuous physical activity and under emotional stress during emergency situations.
- Participate in physical fitness programs and comply with Fire District fit-for-duty policy requirements.
- Demonstrate physical endurance, agility, strength and stamina under emergency situations. At times, sustained performance of moderately physically demanding work, typically involving climbing and balancing, stooping, kneeling, crouching, crawling and may involve the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds).
- Exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, explosives, firearms, water hazards, violence, disease, and pathogenic substances.
- Operate radios, audio-visual equipment, printer, mechanical tools, hand tools, thermal imaging camera, forcible entry tools, or other equipment as necessary to complete essential functions.

- Operate a variety of standard office equipment, including a computer, telephone, calculator, copy and fax machines requiring continuous and repetitive arm, hand, and eye movement.
- Use appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA) which requires the ability to tolerate increased respiratory workloads while performing tasks in environments that may be immediately dangerous to life. This includes working in extremely hot or cold environments and withstanding exposure to toxic fumes and other hazards for prolonged time periods.
- Travel to/from meetings and various locations.

**EQUAL EMPLOYMENT OPPORTUNITY:**

*SFMD is committed to creating a diverse environment and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status (ARS 41-1463). Additionally, this position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.*

When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. Please contact Human Resources to request an accommodation. Persons with a disability may request a reasonable accommodation by contacting the HR Manager at (480) 982-4440 X132. Requests should be made 24 hours in advance or as early as possible to allow time to arrange the accommodation.