

BATTALION CHIEF

DEFINITION

To supervise, plan and coordinate emergency operations including fire suppression, prevention, code inspection and enforcement, rescue and public education activities, emergency medical operations and hazardous materials response for an assigned shift within the Fire Department; to develop and implement multiple level training programs for department personnel; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Fire Chief. There are four areas Battalion Chief may be responsible for including daily operations, training, support/personnel, and fire prevention.

To supervise and perform advanced life support, emergency medical services and to engage in fire fighting, rescue and all other emergency services and prevention activities in protecting life, property and the environment; to drive, operate and maintain all fire department apparatus and equipment; to conduct, assist and participate in training programs, to participate in inspection programs and related fire prevention activities, public education, and to do related work as required necessary, assigned or required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Chief; exercises direct/functional supervision over supervisory, professional and technical staff.

CLASS CHARACTERISTICS

Perform as the assigned Battalion Chief on scheduled days. Provide roll call and coordinate training and activities of the companies within the City of Pinole, Rodeo Hercules Fire District, Battalion 7, and with adjoining agencies. Respond as the Battalion Chief and assume Incident Command or other ICS roles when appropriate. Provide for safety and coordination at assigned incidents; ensure that safety procedures and equipment are properly utilized; attend required meetings on duty days and potentially on off-days. Act as primary point of contact for the public and City/District staff in the absence of the Fire Chief. Respond verbally and in writing to public and staff inquiries and assist in directing to appropriate sources; assist with the investigation of all fires on assigned shift; make brief presentations to City Staff and/or Board of Directors on matters concerning Pinole Fire Department and Safety Services. Other staff assignments include, but are not limited to: budget, fire prevention, investigations, training, fleet management, communications, and human resources.

EXAMPLES OF DUTIES (illustrative only)

- Plan, supervise and coordinate the organization, staffing and operational activities for an assigned fire suppression shift including fire suppression, prevention, code inspection and enforcement, rescue and public education activities, emergency medical operations and hazardous materials response.
- Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures and prepare budget.

- Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
- Direct, coordinate and review the work plan for an assigned fire suppression shift; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Serve as fire and incident command officer; respond to and assess emergency scene; determine plan of action; maintain safety of emergency scene.
- Review and analyze building plans and specifications; ensure compliance with applicable fire codes and regulations; recommend modifications as appropriate.

EXAMPLES OF DUTIES (continued)

- Develop, present and oversee public education programs regarding fire safety, prevention and suppression
- Oversee the preparation of various computerized fire incident reports; ensure accuracy and completeness; maintain records on fire suppression activities and operations.
- Oversee and coordinate emergency medical response operations and services.
- Develop and direct a comprehensive weed abatement program including fire prevention methods to maintain and preserve the City's environment.
- Select, train, motivate and evaluate fire suppression personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Participate in the development and administration of assigned budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.
- Provide staff assistance to the Fire Chief; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
- Coordinate fire suppression and prevention activities and multi-hazard planning with those of other divisions and outside agencies and organizations.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire suppression, prevention and code inspection.
- Respond to calls and perform full range of fire fighter duties as needed.
- Conduct management of personnel including performance reviews of Company Officers and review and approve personnel evaluations completed and performed by Fire Captains.
- Enhance, maintain or continue relationship with mutual aid and joint operations partners.
- Serve as Acting Department Head in the absence of the Fire Chief.

When assigned to Fire Prevention:

- Oversee various aspects of Fire Prevention activities including but not limited to: supervising fire inspectors, enforcing the fire code and laws and ordinances of the City of Pinole and the State of California, responsibility for fire inspection of all buildings in accordance with the fire code and maintain records
- Supervise, assess, analyze and determine required skills and capabilities of all departmental personnel as it relates to company level fire prevention inspections and public education
- Ensure new construction, tenant improvements, and building and sprinkler plans are reviewed and checked to meet fire code requirements.

- Investigate origin and circumstances of fires; take charge of evidence, liaison with law enforcement and other agencies with investigative authority; and other duties as assigned

When assigned to Training & Safety:

- Develop, deliver and monitor basic on-the-job and advanced training programs; determine subject matter to be taught; provide for and schedule other instructors, training aids and materials; evaluate and adapt training sessions as necessary.
- Assess, analyze and determine required skills and capabilities of all departmental personnel to meet requirements of job descriptions; maintain training records on all personnel.
- Establish and maintain training and reference library; determine appropriate subject materials to inventory; store, control, use and dispense materials as appropriate.
- Maintain awareness of new developments in the field of fire fighter safety and training; incorporate new developments as appropriate into programs.

When assigned to Service & Support:

- Develop and manage departmental budget, provide logistical support and purchasing functions; assume responsibility for human resource activities including timecards, payroll sheets; maintenance of facilities, specification, inspection and repair of apparatus and fleet, procurement, research and development of equipment, record management and information technology; research, formulate, and recommend policies, plans, and procedures.

Marginal Functions:

- Perform related duties and responsibilities as necessary and/or assigned.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a fire suppression program.
- Principles and practices of emergency and hazardous materials response.
- Operational characteristics and maintenance of various firefighting apparatus and equipment.
- Methods and techniques used to review and analyze plans and specifications for fire code compliance.
- Principles and practices of public education regarding fire safety and prevention.
- Principles and practices of training program development.
- Principles and practices of training and assessment.
- Recent developments, current literature and information related to fire suppression training.
- Modern office procedures, methods and equipment including computers.
- Principles of municipal budget preparation and control.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.

Skills:

- Oversee all types of emergency and fire rescue operations.
- Respond to and assess emergency fire and hazardous material scenes and determine plan of action.
- Supervise, direct and coordinate the work of assigned staff.
- Select, supervise, train and evaluate staff.
- Review and analyze building plans and specifications to ensure compliance with applicable fire codes.
- Develop, present and oversee public education programs regarding fire safety and prevention.
- Develop, implement, direct and evaluate fire suppression training programs.
- Use instructional methods, techniques and materials.
- Analyze and select appropriate training materials.
- Train, test and evaluate student progress.
- Maintain records and prepare clear and concise reports on activities.
- Knowledge and ability to operate in technologically enhanced office environment.
- Respond to requests and inquiries from the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Assimilate information, process logically, and make sound decisions.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.
- Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training:

Four years of responsible fire suppression experience as a full time Fire Captain. Certificate or completion of all established SFMO Fire Officer courses.

License or Certificate:

Must possess and maintain a valid Class C driver's license and have a satisfactory driving record. Possession of or ability to obtain an EMT-D Enhanced certificate.

Working Conditions:

Works inside and outside. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations, hazardous materials and all weather conditions. May travel to sites outside of the City.

Physical Demands:

Must possess mobility to work in a standard office setting and to operate a motor vehicle; strength and stamina to take command at a fire or emergency scene; strength and stamina to lift and carry 50 pounds; vision to observe emergency scenes and investigations and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone and/or radio.