



CLASS SPECIFICATION

Class Code: 17151
Date Est: 11/2011
Last Rev: 07/2022
Last Title Chg:
FLSA: Non-exempt
Probation: 12 Months

BATTALION CHIEF

DEFINITION

Under general supervision, plans, organizes, and directs emergency and non-emergency activities of all personnel, stations, and equipment in a fire battalion on an assigned shift or other assignment schedule; assumes command of major emergency response incidents; ensures operational readiness for emergency response and performs emergency command and control functions; provides highly responsible staff assistance to administration; manages and participates in administrative tasks, programs, and projects; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor's degree in Fire Science, Public Administration, Business Administration, Fire Technology or closely related field and three years of progressively responsible firefighting experience in an all-risk agency responsible for fire prevention, suppression, medical emergencies, and hazardous materials incidents including at least three years of supervisory responsibility; OR five year's experience equivalent to that of a Fire Captain with Truckee Meadows Fire Protection District; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

Fire Officer I and II Certification required at time of application.

Possession of a valid Nevada or National Registry Emergency Medical Technician Basic Certificate and CPR certification at the time of application.

A valid driver's license is required at the time of appointment.

Must have the ability to obtain a Nevada's Class "C" Driver's License with "F" endorsement, which complies with the Nevada Department of Motor Vehicles' requirement, upon completion of probationary period.

SUPERVISION EXERCISED

Exercises direct supervision over assigned professional, technical, and administrative support personnel.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Coordinates the organization, staffing, and operational activities of fire crews on an assigned shift; organizes emergency operations per department standards; ensures the operational readiness of assigned shift; conducts training and drills in all phases of emergency response; monitors factors that impact emergency response capabilities; identifies opportunities for improving service delivery methods and procedures, reviews with appropriate management staff, and implements improvements and modifications.

Commands District operations and resources on all types of emergencies including the most complex fire, rescue, and hazardous material incidents.

Performs management and administrative duties related to emergency and non-emergency activities; participates in the development and implementation of goals, objectives, policies and procedures; develops, implements and administers assigned special projects and programs; provides staff assistance to the Fire Chief; prepares and presents various administrative and analytical reports, staff reports, and other necessary documents and correspondence; maintains records; develops and oversees various programs including fleet management, EMS coordination, communications, respiratory protection, and fuel management.

Coordinates activities between the District and its dispatch services including oversight of CAD programming, dispatch protocols, and response pattern management. Conducts data analysis of CAD and RMS information and makes recommendations for system improvements. Processes and approves public records requests for CAD and RMS data and provides similar information to other agency requests. Conducts oversight of the District's various radio programs including purchasing, programming, maintenance, and coordination amongst regional agencies. Manages mobile data terminals (MDC's) and station alerting systems, or other dispatch integrated programs. Responds to dispatch to coordinate responses and resources amongst regional agencies during times of high call volume or large-scale incidents.

Assists in the preparation of the budget; maintains budgetary control over supplies and equipment.

Counsels, coaches, and disciplines assigned personnel; participates in the selection of staff; meets with staff to identify and resolve problems and correct deficiencies; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; evaluates employee job performance; interprets policies, directives, and personnel regulations and ensures all are properly administered.

Supports and monitors the overall training activities and requirements of assigned shift; works with the Chief Officer responsible for the training function to ensure that training needs are identified, addressed, and being completed within prescribed time frames; develops, coordinates, and participates in multi-company drills; implements a career development plan for assigned shift; may serve as department safety officer.

Develops apparatus maintenance and repair programs; supervises and oversees personnel in the inspection and maintenance of fire apparatus and equipment; coordinates maintenance and repairs on fire tools and equipment; ensures all maintenance records are completed and filed; maintains knowledge of operation and maintenance; develops and applies fleet management programs, writes apparatus and equipment specifications; assists in purchasing of fire apparatus and equipment.

Develops fire prevention and education plans; performs and supervises personnel on basic company level fire prevention inspections; assists in the presentation of fire prevention and public education programs.

Coordinates the basic maintenance and flow tests for fire hydrants; maintains knowledge of local water delivery systems and storage systems for fire flow; assists in plan check for compliance with fire and building codes and operational considerations.

Supervises personnel on the proper and safe use of specialized fire fighting equipment and tools such as chain saws, portable pumps, hydraulic rescue equipment, electric hand tools, etc.; requisitions and purchases equipment and maintenance supplies; develops and assigns equipment testing programs such as hose testing, ladder testing, SCBA testing etc.

Oversees and coordinates building and grounds maintenance function including landscape maintenance, minor building repairs, minor cosmetic repairs, and snow removal; performs maintenance and repair analysis of fire stations and associated buildings and makes recommendations on repairs and maintenance; develops maintenance schedules and plans.

Participates in, and serves on, committees related to the fire service and other District business; stays abreast of new trends and innovations in the field of fire suppression and prevention; attends meetings and trainings as required; makes presentations to District officials and to the public; may attend District meetings.

Acts as the Fire Chief when needed or assigned; performs other administrative and emergency response duties as assigned.

Ensures that assigned personnel perform duties and responsibilities in a safe and prudent manner which does not expose them or others to unnecessary harm or risk of on-the-job injury.

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Policies and procedures of the Truckee Meadows Fire Protection District.

Dispatch protocols, response pattern management within TMFPD and cooperating agencies.

District mapping systems.

Current best practices, developments and trends in fire service including fire suppression, prevention, modern fire command, emergency medical care, rescue, and hazardous material incidents.

Current Federal, state, and local laws pertinent to the assigned function, including fire and emergency medical services.

Fire behavior and fire control techniques to carry out wildland fire suppression.

Project and time management techniques in order to complete assigned projects in a timely manner and meet deadlines.

Budget development and fiscal control methods and techniques.

Purchasing processes and requirements.

Principles of management, supervision, labor/management relations, training, and work evaluation.

Current Fire and Life Safety building codes.

Relevant occupational hazards and safety standards.

Training methods and applications utilized in the fire service.

Radio and MDC functionality and programming requirements.

Principles and practices involved in planning, resource allocation, Human Resources, leadership techniques and coordination of people and resources.

Ability to:

Effectively communicate to multiple audiences including citizen groups, political leaders, agency representatives and volunteers.

Develop and present effective training programs appropriate to the intended audience.

Implement work methods and procedures that promote a safe working environment for employees and others and train staff in same.

Make appropriate plans and tactical decisions in multi-company response situations.

Supervise personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.

Evaluate work priorities and processes to determine their effectiveness and efficiency.

Read, interpret, apply, and explain pertinent laws, statutes, codes, regulations, protocols, and standards including administrative and departmental policies and procedures.

Develop and implement new programs.

Assist in determining the needs of the District and community in areas of public education, fire prevention and suppression, and emergency medical services.

Develop and implement emergency response plans appropriate to the situation.

Develop emergency response patterns and oversee implementation of CAD programming.

Execute radio programming and maintenance with the WCRCS.

Plan, prioritize, and organize work to meet schedules and timelines.

Prepare clear, concise, and accurate records and reports.

Extract and tabulate CAD and RMS data for analysis.

Effectively represent the District in contacts with the public and other public safety agencies, including making effective public presentations.

Establish and maintain effective working relationships with departmental personnel, other public safety agencies, the public, and others contacted in the course of work.

Exercise emotional control and work under stressful situations.

Work independently in the absence of direct supervision.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to operate apparatus including driving, pump operation, lifting and pulling hose and equipment. Ability to stand and walk for extended periods. Ability to frequently stoop, bend, kneel, and climb. Corrected hearing and vision to normal range. Ability to work at considerable heights. Ability to perform sustained and vigorous activities in a variety of environmental conditions. Ability to tolerate exposure to heat, fumes, smoke, pressurized water, and chemicals.

Positions are required to work varied shifts including evenings, weekends, and holidays.

All applicants will be required to pass a thorough medical examination which may include, but not be limited to, a physical agility test prior to appointment and for continuing employment.

Employees must maintain hairstyles and facial hair in a manner which will not interfere with the required use of self-contained breathing equipment.

All licenses and certifications required to be kept current and maintained for continued employment.

Candidates may be required to undergo a background investigation prior to being considered for employment.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.