

**BATTALION CHIEF**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general direction, performs professional fire administrative and managerial duties involved in planning, organizing, coordinating, supervising, and implementing assigned programs, activities, and operations of the Fire Division including operations, emergency medical services, disaster preparedness, fire prevention, fire inspection, fire investigation, code enforcement, training, facility/equipment maintenance, and related programs, services, and operations; serves as Officer-in-Charge for assigned shift and responds to incidents to perform duties as required and/or assume command responsibilities; coordinates assigned activities and services with other divisions, departments, and outside agencies; and provides highly responsible and complex staff support to the Fire Chief.

Under the general direction of the Fire Chief, may be assigned to either a 56 hour schedule in Field Operations or a 40 hour schedule in Administration. On a 56 hour assignment will work as a 24 hour shift commander for one of three emergency response platoons. On a 40 hour administrative assignment manages the Fire Prevention Program and acts as the Fire Marshal. Battalion Chiefs in either role may also serve as the acting Fire Chief. All Chief Officers shall support the work of Operations and Administration.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinate the organization, staffing, and operational activities for assigned programs, activities, and operations of the Fire Division including operations, emergency medical services, disaster preparedness, fire prevention, fire inspection, fire investigation, code enforcement, training, facility/equipment maintenance, and related programs, services, and operations.
2. Serve as Officer-in-Charge for assigned shift; respond to alarms as required by departmental policy; act as incident commander at emergency scenes and assume command of operations unless relieved of command by a superior officer; prepare follow-up incident reports and investigations as required.
3. Participate in the development and implementation of goals, objectives, policies, and priorities; recommend and implement resulting policies and procedures.
4. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
5. Direct, coordinate, and review the work plan for assigned Fire Division programs, functions, services, and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
6. Participate in the selection of assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Participate in the development and administration of assigned program budget(s); forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary.
8. Oversee the development and implementation of the Division's fire and life safety inspections programs; supervise and participate in the inspection of commercial, industrial, residential, and other

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buildings including the inspection of fire protection systems; oversee and participate in the interpretation and enforcement of codes, laws, and City ordinances related to fire suppression, fire prevention, and related health and safety codes; supervise and participate in fire sprinkler, alarm, and hydrant flow tests; supervise proper maintenance of hydrants in the City.

9. Review construction plans for tenant improvements, new construction, new subdivisions, automatic fire suppression systems, single family residential site plans, commercial construction, and other plans to ensure compliance with applicable codes, laws, and City ordinances related fire suppression, fire prevention, and related health and safety codes.
10. Issue permits including for fireworks, underground fuel tank installation, and others as specified in the California Fire Code.
11. Oversee the City's code enforcement program; issue administrative citations including those for blight and property maintenance.
12. Update local codes and ordinances based on changes in the Uniform Fire Code; meet with the general public, contractors, and business owners on the interpretation and application of said codes.
13. Supervise and participate in fire cause and origin determinations; determine preliminary origin and cause of fire at emergency scenes; obtain and preserve evidence; assist the police in follow-up investigations of fires and suspects; preserve cases for court.
14. Oversee the development and implementation of the Division's public education and public relations activities; design, develop, supervise, and participate in public education programs; may be required to make presentations to schools, service clubs, or other public gatherings on fire and burn prevention.
15. Oversee the development and implementation of the Division's training programs; develop and implement training programs for fire fighting, emergency medical, and other emergency response services and programs; identify the fire training needs of company personnel; provide or coordinate staff training and drills in firefighting methods, techniques, and related subjects; work with employees to correct deficiencies; enforce policies and procedures and recommend disciplinary action, as necessary; maintain and review training records.
16. Oversee the development and implementation of the Division's equipment/apparatus maintenance and testing program; supervise and conduct maintenance and repairs of radios, pagers, and alert monitors; plan and review the maintenance, testing, and repair to self-contained breathing apparatus; plan and supervise ladder testing and annual pumper and hose tests; evaluate, maintain, and replace personal protective equipment and station uniforms for assigned personnel; maintain medical aid equipment and supplies.
17. Complete, prepare, and review a variety of forms, reports, schedules, recommendations, and related documentation; prepare emergency scene reports; prepare accident, injury, and exposure reports; review reports submitted by subordinate staff including engine company reports.
18. Provide staff assistance to the Fire Chief; prepare and present staff reports and other correspondence as appropriate and necessary; maintain a variety of records and prepare administrative reports.
19. Serve as liaison for the Fire Division with other divisions, departments, and outside agencies; participate on a variety of committees.
20. Administer, oversee, and supervise assigned programs and special projects; may oversee the construction of new fire stations; may participate in the planning of future stations.

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21. Maintain skill levels, new equipment and procedure familiarization, and certifications that are relevant and/or required for assigned responsibilities; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire suppression, fire prevention, emergency medical response, hazardous material response, and technical rescue.
22. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
23. Assume responsibility of the Fire Division in absence of the Fire Chief.
24. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operations, services, and activities of an emergency service operation including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and associated programs, services, and operations.

Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, and fire investigation.

Incident command administration techniques.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations.

**Laws of Arrest**

Problem solving techniques and methodology.

Local concerns and political issues.

Methods and techniques of public relations.

Methods and techniques of emergency medical response.

Principles and practices of disaster preparedness, response, and recovery.

Operating characteristics, uses, and maintenance requirements of pump engines, fire apparatus, and other fire fighting and emergency medical apparatus and equipment.

Mechanical and hydraulic principles of fire apparatus.

Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.

Principles of combustion and cause of fire.

Principles of building construction and fire protection systems.

Geography and street layout of the City and surrounding area.

Current safety practices as they relate to equipment and procedures involved in the fire service.

Record keeping and basic report preparation principles and practices.

Principles of business letter writing and report preparation.

Public safety computer systems.

**Ability to:**

Oversee and participate in the management of assigned Fire Division operations, programs and services including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and associated programs, services, and operations.

Oversee, direct, and coordinate the work of lower level staff.

Select, supervise, train, and evaluate staff.

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Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Interpret and apply federal, state, and local policies, laws, and regulations.  
Participate in the development and administration of division goals, objectives, and procedures.  
Prepare and administer program budget(s).  
Collect, analyze, and evaluate data.  
Prepare clear and concise technical, operations, administrative, and financial reports.  
Research, analyze, and evaluate new service delivery methods and techniques.  
Retain presence of mind and act quickly and calmly in emergency situations.  
Analyze emergency situations and develop appropriate courses of action.  
Perform a variety of fire suppression, fire prevention, emergency medical response, and technical rescue activities.  
Effectively use specialized fire suppression tools and equipment including safety equipment.  
Observe and follow safe fire fighting and work practices.  
Operate and effectively use specialized fire tools and equipment including safety equipment.  
Operate modern office equipment and computers including applicable software applications; learn to effectively use a variety of departmental computer and computer related equipment.  
Respond to requests and inquiries from the general public.  
Prepare and present public information and educational programs.  
Meet the physical requirements necessary to safely and effectively perform the assigned duties.  
Work irregular and on-call hours including weekends, evenings, and holidays.  
Communicate clearly and concisely in English, both orally and in writing. (bilingual encouraged)  
Establish and maintain effective working relationships with those contacted in the course of work.  
Ability to detain and/or apprehend a suspect in a lawful manner.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Associate's degree with major course work in fire science, fire administration, public administration, or other related field supplemented with specialized Fire Officer or Company Officer training. Bachelor's Degree from an accredited college highly desirable.

**Experience:**

Five years of increasingly responsible fire service experience including three years of supervisory experience at the level comparable to that of a Fire Captain or above.

**License or Certificate:**

Possession of a valid California Class C Driver License with an F endorsement or a valid California Class A or B Commercial Driver License with appropriate endorsements.

Possession of Driver Operator certification or completion of classes to be eligible for Driver Operator certification in California.

Possession of Firefighter I and Fire Officer or Company Officer certifications issued by the State of California or completion of classes to be eligible for Company Officer certifications issued by the state.

Possession of valid EMT-1 or EMT-P or higher and CPR/AED certifications.

Possession of approved Hazardous Materials First Responder Awareness/Operations certification.

Possession of approved Hazardous Materials Incident Commander

PC 832 and Fire Arms classes by end of Probation.

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Possession of, or ability to obtain Fire Prevention Officer, Fire Investigator, and Fire Instructor certification by the State of California is desirable.

Possession of NIMS IS-100, IS-200, IS-300, IS-400 and ICS-700 certifications.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in a standard office with frequent travel to various locations to attend meetings and/or perform activities in responding to emergency scenes, disasters, or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, etc; wear protective apparel including goggles, face protector, aprons, safety shoes, and self contained breathing apparatus; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings; subject to mandatory call back at any time.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized vehicles and equipment.

**Vision:** See within the normal range of vision with or without correction; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Hearing:** Hear in the normal audio range with or without correction.

**ADDENDUM**

**ILLUSTRATIVE EXAMPLE OF WORK:**

Duties may include, but are not limited to, the following:

When assigned to a 56 hour shift schedule in Field Operations:

1. During an assigned shift, directs fire suppression, rescue operations and other public service through Fire Captains;
2. Takes command during major, complex or multi-unit incidents;
3. Develops, updates and maintains familiarity with emergency response plans: i.e.; Earthquake, Flood, Special Events, Inter-Agency Mutual and Automatic aid agreements and contracts;

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4. Coordinates critiques of emergency calls;
5. Leads or assists in planning, organizing, coordinating and directing the Department's operations;
6. Manages programs and personnel associated with a 24 hour platoon assignment within Field Operations;
7. Works with the Administrative Battalion Chief to ensure feasibility and follow through of scheduled training and other interdisciplinary coordination;
8. Assists in the delivery and preparation of administrative and operational presentations and documents;
9. Ensures the operational training of all personnel through coordination with other Chief Officers; attends appropriate training sessions and conferences;
10. Acts as a Strike Team Leader, Division or Group Supervisor, Safety Officer or other overhead position requested and qualified for on in-and-out of County Mutual Aid requests;
11. Researches and recommends approaches to improve the effectiveness and cost containment of operating procedures and programs;
12. Directs and participates in apparatus inspection and testing;
13. Directs and coordinates equipment maintenance and minor repair;
14. Directs and coordinates the testing of fire hose and maintenance of fire safety equipment;
15. Coordinates station crews in the inspection of commercial and industrial buildings to enforce fire codes, identify fire hazards, collect information and develop fire plans;
16. Coordinates station and personnel readiness inspections;
17. Monitors, conducts, and participates in all aspects of fire activities, including but not limited to training, shift pre-fire planning/walkthroughs, street, infrastructure and geographic familiarization, multi-company shift training, special event planning and coordination, and disaster preparedness;
18. Coordinate assigned specialties; such as HazMat, Rescue, Fire Investigators;
19. Keeps the Fire Chief, Administrative Battalion Chief and Fire Marshal informed of problems to be addressed in their respective areas of responsibility and makes recommendations and/or carries out solutions;
20. Uses assigned computer to review incident reports, summarize data and transmit information;
21. Conducts formal Captains' meetings and periodic stations and platoon meetings to ensure department and platoon continuity and inter-shift and intra-departmental communication and consistency;
22. Liaisons with Police Department;
23. Liaisons with Fire/Police Communication Division;

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24. Maintains training and participation in the Emergency Operations Center (EOC) activities;
25. Evaluates the performance of Fire Captains;
26. Manages and/or coordinates with Human Resources on disciplinary processes and assists Captains with disciplinary and other personnel issues;
27. Participates in interview, selection, training and promotion of personnel;
28. Develops and directs the implementation of Division goals, objectives, policies and procedures;
29. Develops assigned responsibility areas for budget coordination with the other shift Battalion Chiefs and Fire Administration;
30. Drafts and submits accurate, concise and complete reports within appropriate established timelines;
31. Proposes amendments and/or adoption of Standard Operating Procedures, rules, regulations and directives;
32. Skillfully and tactfully represent the interests of the City and the Fire Department when working with the media and making public presentations;
33. Maintains open and effective communications with staff through regularly scheduled meetings – is receptive and open to staff's ideas and suggestions;
34. Complies with City and Department policies, including the MOU between Firefighters Local 3636 and the City;
35. Establishes appropriate performance targets and objectives for staff and conducts timely, objective and impartial employee performance appraisals;
36. Studies and becomes familiar with City geography, streets, intersections, fire hydrants, water mains, and sprinkler systems;
37. Confers with other chief officers on policy and procedural matters;
38. Maintains records and undertakes or assists with special projects, studies and report preparation;
39. Maintains liaison with officials of neighboring fire departments and districts;
40. Represents the Fire Department at operations oriented or other assigned inter-agency committees;
41. Maintains a friendly and professional relationship with peers and members of the community;
42. Trains and directs staff and is available to them for guidance;
43. Mentors individuals and motivates them to achieve maximum performance;
44. Plans, implements, coordinates and evaluates pre-fire planning and inspection programs;

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45. Plans, implements, coordinates and evaluates the Fire Department safety program; investigates accidents and recommends appropriate action; instructs fire officers and personnel in safety practices;
46. On an as needed basis, covers other Battalion Chief's shifts while they are away for leaves;
47. Exercises direct supervision over all assigned Operations Division supervisors (i.e., Fire Captains);
48. Maintains discipline, assures that rules are observed, and makes recommendations or takes action on personnel matters, including discipline;
49. Periodically inspects personnel, equipment, and facilities on an assigned shift;
50. Investigates and/or oversees the investigation of fires for cause, origin and circumstances;
51. May assume command of the Fire Department in the absence of the Fire Chief;
52. Performs related duties as assigned.

When assigned to a 40 hour schedule in Fire Administration:

53. Manages programs and personnel associated with the Fire Department and Fire Marshal programs;
54. Forecasts, prioritizes and budgets;
55. Supervises one or more administrative captains or other personnel as assigned;
56. Establishes appropriate performance targets and objectives for staff and conducts timely, objective and impartial employee performance appraisals;
57. Effectively manages assigned personnel including their supervision, training, motivation, evaluation, and the issuance of appropriate discipline;
58. Attends City management meetings;
59. Develops and directs the implementation of Division goals, objectives, policies and procedures;
60. Develops assigned responsibility area budget in coordination with the Fire Chief, Field Operations and Fire Administration;
61. Drafts and submits accurate, concise and complete reports within appropriately established timelines;
62. Proposes amendments and/or adoption of Standard Operating Procedures, rules, regulations and directives;
63. Skillfully and tactfully represents the interests of the City and the Fire Department when working with the media and making public presentations;



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64. Maintains open and effective communications with staff through regularly scheduled meetings – is receptive and open to staff's ideas and suggestions;
65. Complies with City and Department Policies, including the MOU between Firefighters Local 3636 and the City;
66. Confers with other chief officers on policy and procedural matters;
67. Maintains a friendly and professional relationship with peers and members of the community;
68. Trains and directs staff and is available to them for guidance;
69. Mentors individuals and motivates them to achieve maximum performance;
70. Plans implements, coordinates and evaluates pre-fire planning and inspection programs;
71. Plans, implements, coordinates and evaluates pre-fire planning and inspection programs;
72. Maintains records and undertakes or assists with special projects, studies and report preparation.

Bargaining Group: Public Safety Mid-Manager  
FLSA Status: Exempt with special conditions  
May, 2008 (Rev. Sept 2019)

\*Management has the right to add or change these duties of the position at any time.