



## **FIRE BATTALION CHIEF**

### **DEFINITION**

Under general direction, to perform responsible management, administrative and operational duties in commanding and coordinating emergency incidents including fire suppression, rescue, emergency medical services, and hazardous material response; to manage, coordinate, and supervise operations, personnel, equipment and facilities as assigned; to act as Incident Commander until relieved by a superior officer; to provide highly complex staff assistance to the Fire Chief and others; and to perform related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Incumbents report to the Deputy Fire Chief and are responsible for supervising assigned staff.

### **CLASS CHARACTERISTICS**

This is a management-level classification responsible for both administrative and suppression-related duties. Administrative assignments may include oversight of programs such as Training, Equipment maintenance, Facilities, Apparatus, and Emergency Medical Services (EMS). The Battalion Chief exercises a high level of independence, initiative, and discretion within established policies and procedures.

This classification is distinguished from the lower classification of Fire Captain in that the Battalion Chief is responsible for managing and supervising multiple companies, either while assigned to a 56-hour suppression shift or in an administrative capacity on a 40-hour work schedule.

The Fire Battalion Chief is further distinguished from the higher classification of Deputy Fire Chief in that the latter is responsible for a division within the Fire Department.

### **ESSENTIAL DUTIES**

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

- Recommends, develops, and implements goals, objectives, policies, and procedures for the administration and operation of fire and emergency services; establish performance standards and supervises subordinates in the management of special project assignments.
- Exercises command and supervision over personnel, equipment and Department resources on an assigned shift; plans, prioritizes, assigns, supervises and reviews the work of subordinate staff; performs employee evaluations; works with employees to correct deficiencies; recommends and implements disciplinary actions.
- Conducts meetings with Company Officers or others as necessary for the proper dissemination of information, procedural updates, changes in Department guidelines and

other information from staff meetings; participates with Fire Captains in the training of staff.

- Evaluate operations and activities of assigned battalion; implement improvements and modifications; prepare various reports on operations and activities, including assessment of response/incident performance and make recommendations as needed.
- Makes periodic inspections of staff and fire stations, grounds, apparatus and equipment; notes any repair needs, evidence of neglect, carelessness or improper attention to duty.
- Enforces and holds subordinates accountable to City and Department Administrative policies, Standard Operating Guidelines and special orders.
- Manages special assignments and project areas (logistics, special operations, and EMS) and delegated assignments within project areas.
- Supervises assigned staff by appraising performance, providing training and informal counseling, approving timesheets, and managing leave requests in accordance with City policies and departmental guidelines.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, apparatus, equipment, materials, supplies, and special projects; monitor and control expenditure.
- Prepares and maintains a variety of technical reports and records, including written reports, budget proposals, performance evaluations and other documents as directed.
- Within established guidelines, provides for the safety of Department personnel and members of the public at emergency and non-emergency incidents.
- Responds to emergency and non-emergency incidents as required and, if warranted, assumes and maintains command until relieved by a superior officer.
- Makes technical decisions as to the best methods of extinguishing fires after observing the fire and receiving oral reports from company officers.
- Reviews, corrects as necessary, and approves all incident reports and other correspondence as required.
- Attends all drills, meetings, classes or other functions as required.
- Supervises and conducts preliminary fact-finding inspections and investigations, including evidence gathering and documentation.
- Oversees the maintenance and repair of department vehicles, apparatus, equipment and facilities; coordinates the annual apparatus service testing; ensures equipment is maintained in a constant state of readiness for emergency operations; conducts safety inspections; selects, recommends and purchases equipment and vehicles as needed.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures on an assigned shift; identifies opportunities for improvement; recommends and implements approved changes.
- Ensures the oncoming shift(s) are aware of work assignments, projects, or other occurrences which may affect their tour-of-duty in any way or which require monitoring or follow-up.
- Represents the City and the Department in the community and at professional meetings as required; coordinates Department activities with other City departments and divisions and with outside agencies to ensure the needs and/or goals of the Department are met.
- Participates in various professional organizations, and serves on various boards, commissions

and committees; attends civic and other community organizations to explain and promote the activities and functions of the department and establish favorable public relations.

- Responds to difficult or sensitive complaints and requests for information from the public, news media and City staff.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and procedures of modern fire suppression and prevention, hazardous materials containment, rescue, clean-up, and salvage
- Operational characteristics, services, and activities of a comprehensive municipal fire department
- Modern principles, practices and techniques of fire science, operations and training
- Principles and practices of employee supervision, including deployment, work planning, assignment review and evaluation, discipline, and the training of staff in work procedures
- Department organizational expectations
- Operation and maintenance of various apparatus and equipment used in modern firefighting activities
- Medical aid, rescue, and resuscitation equipment practices
- Principles and practices of hazardous materials response
- Basic principles and practices of public agency budgeting, fiscal management, and resource allocation
- Practices and techniques of driving varied vehicles and operating a wide range of fire apparatus
- Techniques for dealing effectively with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often in emergency or stressful situations
- Area topography physical conditions, street names, numbers, water mains and hydrant locations, and target areas of the City
- Principles and practices of basic report writing
- Records management principles and practices
- Safety practices and equipment related to the work
- Pertinent federal, state, and local laws, codes, ordinances, and regulations
- Proper English usage, grammar, spelling and punctuation
- Computer applications related to the work

### **Ability to:**

- Make sound decisions, use good judgment, direct operations and think clearly and effectively at an emergency scene
- Read, understand, interpret and apply City policies, procedures, rules, regulations and special ordinances and guidelines relating to all Fire Department operations
- Interpret and apply pertinent federal, state, and local laws, ordinances, regulations, and guidelines relevant to assigned duties

- Define problems, collect data, establish facts and draw logically consistent conclusions
- Plan and administer a complex budget; allocate limited resources in a cost-effective manner
- Analyze problem situations, identify safety hazards, locate and analyze equipment problems, and explain assignments and/or responsibilities to other employees
- Plan, assign, supervise, and evaluate the work of support personnel under both emergency and non-emergency circumstances; evaluate performance of subordinates fairly and objectively in accordance with Department standards
- Conduct fact-finding fire inspections, investigations or interviews, including evidence gathering, and prepare the necessary documentation
- Assume responsibility for assigned departmental activities and projects
- Identify training needs and plan, implement, and evaluate programs
- Learn and retain the geographic layout of the City and the surrounding areas and the location of various fire suppression utilities
- Maintain good standing with the Local Emergency Services Agency.
- Understand and follow complex verbal and written directions
- Participate in fire prevention and public education activities in the community
- Train and instruct firefighters in modern firefighting practices and procedures
- Conduct meetings, make presentations, and facilitate communications in a clear, concise, and positive manner
- Understand and act in accordance with City and Fire Department policies, procedures, and rules; interpret and apply policies, procedures, and rules to assigned personnel
- Coordinate and carry out special assignments
- Use computer technology and applications in the performance of daily activities including preparing reports, correspondence, technical records, and other documents and/or papers used by the Department
- Participate in fire suppression activities as necessary; climb ladders, advance hose lines and operate other firefighting equipment appliances, including respiratory protection
- Establish and maintain effective working relationships with those contacted in the course of work
- Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines
- Communicate clearly and concisely, both orally and in writing, to present information to Department personnel, members of the public, other City employees, and the media
- Support, reinforce, and model Department organizational expectations
- Use English effectively to communicate in person, over the telephone and in writing
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

### **Education and Experience**

An associate's degree from an accredited college with major coursework in fire science of a closely related field;

**AND**

Eight (8) years of increasingly responsible full-time experience in an organized fire department including at least two (2) years of verifiable full-time experience working as a company officer, or working in a responsible command position within an organized fire department.

### **Licenses and Certifications**

- State of California Certified Firefighter I & II Certificate, or equivalent
- Possession of a valid State of California Class C driver's license with a Firefighter Endorsement.
- Possession of and the ability to maintain, a valid EMT certification or Paramedic license in good standing with the Local Emergency Services Agency.
- Possession of a State of California Certified Fire Officer or Company Officer Certificate.
- Possession of a State of California Chief Officer Certificate (Old curriculum).
- All coursework completed for the State of California Chief Fire Officer Certificate (New curriculum).
- Being assigned to arson investigations may require the ability to obtain and maintain PC Section 832 certificate within one (1) year of appointment (or upon conclusion of the first available training program if more than one year.)

### **Completion of Battalion Chief Task Book:**

Once the minimum requirements outlined above have been met, a Battalion Chief Book can be issued. If the task book has not been completed prior to a promotional exam opportunity, or if an applicant is hired from the outside, the Task Book must be completed within one (1) year after appointment to the position. The completion period for the Battalion Chief Task Book may be extended at the discretion of the Fire Chief.

Upon successful completion of the Task Book and verification of minimum qualifications, the candidate becomes eligible to serve in an Acting Battalion Chief capacity.

### **PHYSICAL DEMANDS**

Incumbents must possess mobility and physical strength and stamina to respond to emergency situations and use all emergency apparatus while wearing personal protective equipment; must demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions; think and act quickly in emergencies; lift and move individuals or objects weighing more than 100 pounds; ability to work in a standard office setting and to operate motor vehicles; vision to read gauges, documents and street maps; accurate depth perception; ability to communicate verbally, including projecting a voice that can be heard in a noisy environment; ability to hear and distinguish various sounds, such as alarms, voices of co-workers and warning horns or sirens in both quiet and noisy environments; ability to stand, walk, bend and reach at, above or below shoulder height for extended periods of time; sustained concentration and prolonged commitment to job tasks.

### **ENVIRONMENTAL CONDITIONS**

Employees work in the field with exposure to emergency circumstances, including loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations,

mechanical and/or electrical hazards, hazardous chemical substances and fumes, criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

Must be willing to work irregular hours and/or extended shifts as scheduled by the department; work at various locations within the City of Rocklin, and wear a designated uniform and personal protective equipment. At times, this classification requires wearing respiratory protective equipment. When assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment. Candidates who have accepted a conditional offer of employment must pass a background investigation, including fingerprinting.

If assigned to the arson investigations unit, personnel must be 21 years of age at the time of appointment. Must be legally authorized to work in the United States under federal law. Must meet physical, psychological, and background standards established by POST as well as ongoing peace officer requirements pursuant to federal, state, and local legislation. This classification functions as a peace officer within the authority and limits of California Penal Code Sections 830.37 and 832.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform emergency services at the direction of the department and/or City.

*This class specification should not be construed to imply that these requirements are the exclusive standards of the position as not all duties are necessarily performed by each incumbent.*

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| Adopted         | January 2005                 |
| Revised         | January 2023, August 2025    |
| FLSA            | Non-Exempt                   |
| Salary Schedule | Firefighters Salary Schedule |