

OCTOBER 2015

CITY OF ROCKLIN

**FIRE BATTALION CHIEF-LINE**

Current Salary: Firefighters Local 3847 Salary Schedule

**DEFINITION**

Under general direction, to perform responsible management, administrative and technical 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 Fire Chief and are responsible for supervising assigned staff.

**DISTINGUISHING CHARACTERISTICS**

The Fire Battalion Chief-Line is a management level class. This position is distinguished from Fire Battalion Chief-Prevention in that the latter participates in the development, command, administration and coordination of the City's fire prevention function.

**EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES**

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

- 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.
- Participates as a member of the Fire Chief's staff; assists in the development and administration of Department goals, objectives, Administrative and Standard Operating Guidelines.
- 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.
- 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.
- 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.
- Analyzes, interprets, and enforces applicable fire safety codes and standards.
- Enforces and holds subordinates accountable to City and Department Administrative and Standard Operating Guidelines and special orders.
- Manages special assignments and project areas (logistics, special operations, and EMS) and delegated assignments within project areas.
- Supervises subordinates in the management of special project assignments.
- Participates in the preparation and administration of the Department budget.
- 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 events.

- Responds to emergency and non-emergency events 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.
- Interviews and recommends selection of job applicants, appraises employee performance, and conducts informal counseling on work issues.
- 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.
- Trains, motivates and evaluates assigned staff and provides or coordinates training to correct deficiencies.
- Reviews and approves time sheets; maintains records and processes time-off requests for vacations, holidays, and sick leave for assigned personnel in accordance with City policies and procedures, and Department guidelines.
- 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.
- Creates an environment to encourage personnel to expand personal and professional capabilities.
- 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.
- Acts in the capacity of the Fire Chief as delegated or in his/her absence.

## **EMPLOYMENT STANDARDS**

### **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
- 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 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 the geographic layout of the City and the surrounding areas and the location of various fire suppression utilities
- 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

**Minimum Qualifications:**

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

**Experience:**

Eight (8) years of increasingly responsible full-time experience in an organized fire department with a minimum of two (2) years in a responsible command position at the company officer level.

**Training & Education:**

***Required:***

Associate's Degree from an accredited college with major course work in fire science or a closely related field.

Successful completion of the following State of California Certified Chief Officer courses:

- Fire Command 2A
- Fire Command 2B
- Fire Management 2A
- Fire Management 2C

\*Course work in the State of California Chief Officer certification series is not required to be eligible for promotional testing or Out of Class appointment. Course work must be completed in order to be eligible for permanent promotion.

***Desirable:***

Successful completion of the State of California Chief Officer Certification program.

**Licenses or Certificates:**

- Possession of, or ability to obtain, a valid California Class B operator's license.
- Possession of, or ability to obtain, valid First Aid and Cardiopulmonary Resuscitation cards. (A valid EMT card meets the requirement of a valid First Aid card).

- Possession of a State of California Certified Fire Officer Certificate.

**Completion of Battalion Chief Task Book:**

Once the minimum requirements outlined above have been met, a Battalion Chief Task Book will 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 Battalion Chief position. Acting Battalion Chief candidates must complete the Battalion Chief Task Book within twenty-four (24) months. The completion period for the Task Book may be extended at the discretion of the Fire Chief.

**GENERAL QUALIFICATIONS**

**Physical Requirements:**

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.

**Working Conditions:**

Employees in this class must be able to work with exposure to emergency circumstances; work both inside and outside with exposure to all types of weather conditions, including odors, dust and pollen; exposure to chemicals, skin irritants, fumes and solvents; willing to work irregular hours and/or extended shifts as scheduled by the department; and work at various locations within the City of Rocklin.

**Uniform Requirement:**

Incumbents are required to wear a designated uniform and personal protective equipment.

**Criminal History and Background Check:**

Candidates who have accepted a conditional offer of employment must pass a background investigation, including fingerprinting.

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This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.