

FIRE BATTALION CHIEF**Definition:**

Under general supervision, supervises, plans and coordinates assigned Fire Department operations, services and activities including fire suppression, fire prevention, inspections, in-service training activities and maintenance of equipment and facilities; coordinates assigned activities with other divisions, outside agencies and the general public; presents public education programs; provides responsible and complex staff assistance to the Fire Chief and performs related work as required.

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Coordinates the organization, staffing and operational activities for the division(s) assigned to include assuming command, responsibility, and management of fire personnel at fires, rescues, disasters, hazardous materials, and other emergency incidents.

Manages the resources of assigned division(s), programs, and activities to ensure emergency response readiness and acceptable levels of maintenance and supplies.

Participates in the development and assists in the management and implementation of departmental goals, objectives, and strategic priorities and plans for department and/or area of assignment; reviews and evaluates work methods, procedures and effectiveness and recommends and implements methods for improvement.

Participates in the selection, training, motivation, and evaluation of assigned staff and recommends and/or implements disciplinary action; provides or coordinates staff training; works with employees to enhance their strengths and correct deficiencies.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Directs, coordinates and reviews work plans for assigned fire companies; meets with staff to resolve problems, assign activities, and review and evaluate services, methods, and procedures.

Coordinates, supervises, and participates in apparatus and equipment inspection/testing and coordinates equipment maintenance and repair.

Coordinates suppression training to ensure provision of mandated training; schedules monthly training activities; coordinates joint training and provides specialty training.

Stays abreast of new trends and innovations in the field of fire prevention and suppression.

Participates in the development and administration of the department budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures and implements budgetary adjustments as appropriate.

Resolves grievances and/or participates in the grievance resolution process.

Reviews incident reports for completion and accuracy.

Coordinates assigned services and activities with other divisions/departments and outside organizations/agencies as needed.

Responds to and resolves inquiries and concerns from a variety of sources, investigates complaints of violations, and determines cause(s) of fires.

Prepares or directs the preparation of a variety of materials to include comprehensive staff reports, correspondence, and schedules.

Provides staff assistance to the Fire Chief and acts in the Fire Chief's absence as assigned.

Represents the City and the Fire Department at civic and other public functions and makes oral presentations.

Drives a vehicle on City business.

Responds to emergency incidents off-duty when requested.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Drives/operates a fire engine and specialized equipment as needed.

Lifts and moves objects weighing 75 pounds or less, performs strenuous physical activities and in an emergency, drags or carries victims.

Class Characteristics:

Fire Battalion Chief is a Fire Management class with duties related to the management of staff and resources involved with the protection of life and property under emergency situations.

An incumbent Fire Battalion Chief may be assigned to the position of Division Chief-Training, Deputy Chief-Operations, or Deputy Chief-Administration/Fire Marshal.

Division Chief-Training - assists in directing and managing the activities and operations of the Fullerton Fire Department Training Division; oversees special programs and conducts

special projects; coordinates assigned activities with other City departments; and provides highly responsible and complex staff assistance to the Deputy Chief-Operations. Under the direction of the Deputy Chief-Operations, incumbents at this level assist higher-level command staff in managing department activities and operations and assume full management responsibility over the Training Division including supervising safety and non-safety professional, technical, and clerical staff.

In addition to the Essential Duties and Responsibilities of a Fire Battalion Chief, an employee assigned to Division Chief – Training is also responsible for:

Serving as the Department Safety Officer; responding to emergency incidents as required by departmental policy; assuming command of operations unless relieved of command by a superior officer; performing a management role in the direction of assigned personnel and equipment at the scene of emergencies involving fire, all types of accidents, hazardous materials incidents, and lifesaving and rescue work.

Ensuring compliance with applicable labor and employment laws, memorandum of understanding, and City and Department policies and procedures.

Creating and administering promotional testing processes in collaboration with Human Resources.

Verifying currency and/or necessary remediation for any related Task Book.

Analyzing, preparing, and presenting After Action Reports.

Supervising and providing program guidance to the Emergency Medical Services Manager.

May represent the Fire Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments, outside agencies, and multi-jurisdictional unified command organizations.

Preparing reports, proposals, memoranda, and related documents concerning department operations, programs, and activities; receiving and assessing a variety of documents, reports, and statistical information.

Participating on a variety of boards, commissions, and committees; attending and participating in professional group meetings.

Deputy Chief-Operations - manages, directs, plans, supervises, and coordinates the activities and operations of the Fullerton Fire Department; coordinates assigned activities with other City departments and provides highly responsible and complex staff assistance to the Fire Chief; assists in leading and managing the department and is responsible for the effective administration of safety and non-safety professional, technical, and clerical personnel.

In addition to the Essential Duties and Responsibilities of a Fire Battalion Chief, an employee assigned to Deputy Chief-Operations is also responsible for:

Determining appropriate service and staffing levels and recommending changes; monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; allocating resources accordingly.

Assessing and monitoring workload, administrative systems and processes, and internal reporting relationships; identifying opportunities for improvement; directing and implementing changes.

Developing and implementing performance measurements to evaluate the efficiency and effectiveness of programs and services provided by the Fullerton Fire Department.

Facilitating the Firefighter Trainee recruitment process in collaboration with Human Resources.

Administering purchasing, maintenance, and inventory of all department related equipment, vehicles, and property.

Preparing and maintaining special reports, letters, proposals, and records on department activities; receiving and evaluating a variety of documents, reports, and statistical information for the department.

Directing and conducting a variety of organizational studies, investigations, and operational studies; recommending modifications to programs, policies, and procedures as appropriate; preparing and presenting staff reports and other necessary correspondence.

Participating on a variety of boards, commissions, and committees; attending and participating in professional group meetings.

Representing the Fire Department to other departments, elected officials, and outside agencies, coordinating assigned activities with those of other departments and outside agencies and multi-jurisdictional unified command organizations.

Providing administrative direction in the Insurance Service Office public protection classification process.

Explaining, justifying, and defending department programs, policies, and activities; negotiating and resolving sensitive and controversial issues.

Providing staff assistance to the Fire Chief to include grant preparation, contract administration, and monitoring the Emergency Operations Center.

Deputy Chief-Administration/Fire Marshal - manages, directs, plans, supervises, and coordinates the activities and administration of the Fullerton Fire Department; coordinates assigned activities with other City departments and provides highly responsible and complex staff assistance to the Fire Chief; assists in leading and managing assigned divisions and programs and is responsible for the effective administration of safety and non-safety professional, technical, and clerical personnel.

In addition to the Essential Duties and Responsibilities of a Fire Battalion Chief, an

employee assigned to Deputy Chief-Administration/Fire Marshal is also responsible for:

Determining appropriate service and staffing levels and recommends changes; monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; allocating resources accordingly.

Assessing and monitoring workload, administrative systems and processes, and internal reporting relationships; identifying opportunities for improvement; directing and implementing changes.

Developing and implementing performance measurements to evaluate the efficiency and effectiveness of the programs and services provided by the Fullerton Fire Department.

Facilitating the recruitment process for Fire Prevention and Administrative Support in collaboration with Human Resources.

Responding to emergency incidents and may assume command and control of field operations, performing a management role in the direction of assigned personnel and equipment at the scene of emergencies involving fire for all types of accidents, hazardous materials incidents, and lifesaving and rescue work.

Administering purchasing, maintenance, and inventory of all department related equipment, vehicles, and property.

Preparing and maintaining special reports, letters, proposals, and records on department activities; receiving and evaluating a variety of documents, reports, and statistical information for the department.

Directing and conducting a variety of organizational studies, investigations, and operational studies; recommending modifications to programs, policies, and procedures as appropriate; preparing and presenting staff reports and other necessary correspondence.

Participating on a variety of boards, commissions, and committees; attending and participating in professional group meetings.

Representing the Fire Department to other departments, elected officials, and outside agencies, coordinating assigned activities with outside agencies and multi-jurisdictional unified command organizations.

Providing administrative direction in the Insurance Service Office public protection classification process.

Explaining, justifying, and defending department programs, policies, and activities; negotiating and resolving sensitive and controversial issues.

Providing staff assistance to the Fire Chief to include grant preparation, contract administration and monitoring the Emergency Operations Centers.

Developing, implementing, and supervising comprehensive fire prevention, inspection, and education programs.

Interpreting applicable policies and regulations and recommending changes and revisions to codes and ordinances.

Overseeing and participating in the enforcement of local regulations, laws and ordinances which control the safe transportation, processing, use and storage of hazardous materials.

Performing or assigning comprehensive and technical plan checks of proposed projects for the determination of fire safety conditions and needs.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Principles and practices of budget preparation and administration.

Basic building construction materials, methods, and techniques.

Operational characteristics and designs of automated fire protection systems, sprinkler systems, alarm systems, elevators, and other related systems.

Effective fire prevention and command control methods, suppression techniques, fire equipment, fire apparatus and firefighting principles.

Local, county, state and federal laws and regulations related to the area assigned.

Fire Department rules, regulations, administrative and operational procedures, Firefighter Memorandum of Agreement provisions and related labor issues/laws.

Principles and procedures of recordkeeping and reporting to include incident reporting.

English usage and grammar.

City geography, local hazards and hydrant and water main locations.

Effective supervisory techniques to include performance evaluation methods, grievance handling and staff counseling.

Individual and group training/instruction methods.

Techniques for providing a high level of customer service.

Modern office practices, methods, and computer equipment and applications related to the work.

AND

Ability to:

Manage and coordinate the work of assigned staff and provide professional leadership and direction.

Manage and coordinate a full range of Fire Department activities, utilize the incident command system, and direct and control a variety of emergency services.

Recommend and implement goals, objectives, and practices for providing effective and efficient fire suppression and related services.

Supervise, train, and evaluate staff.

Operate and train others in the use of a variety of firefighting and emergency tools equipment.

Interpret and apply applicable policies, procedures, laws, codes, and regulations related to area assigned.

Organize work, adhere to multiple deadlines, and handle multiple projects.

Work independently, understand and follow verbal and written directions, use independent judgment and initiative, and make sound decisions in accordance with established procedures and policies.

Communicate effectively orally and in writing and prepare a variety of clear and concise reports; read and write at the level required for successful job performance.

Meet the public with courtesy and tact; use tact, discretion, and sensitivity in dealing with sensitive situations.

Establish and maintain effective relationships with those contacted in the course of work and live cooperatively with peers and supervisors.

Maintain discipline and order on-site and exercise self-control and good judgment in emergency/hazardous situations; handle job stress and maintain a professional demeanor; remain calm and composed in demanding situations.

Operate modern office equipment including computer equipment and applicable and specialized software.

Perform activities requiring good physical condition.

Education and Experience:

Any combination of training and experience which provides the required knowledge, skills, and abilities is considered qualifying. A typical way to obtain the required qualifications is:

Graduation from a State of California accredited fire academy.

AND

Eight years of progressively responsible, sworn experience in the fire service, to include three years as a Fire Captain with the Fullerton Fire Department or comparable organization.

A bachelor's degree in Management, Business Administration, Public Administration, or a related field from an accredited college or university supplemented with course work in Fire Science or Fire Administration is highly desirable.

Special Requirements Include:

One of the following:

Status as a current City of Fullerton employee AND an open Fullerton Fire Department Acting Fire Battalion Chief Task Book at time of application and completed prior to appointment.

OR

Proof of completion of all educational requirements for Chief Fire Officer certification by California State Fire Training at time of application.

And all the following:

At time of application, certification by California State Fire Training as a Fire Officer or proof of completion of all requirements for certification as a Company Officer.

Completion of California State Fire Training Chief Fire Officer Task Book prior to the completion of probation.

Designation as a California Incident Command Certification System Qualified Strike Team Leader Trainee prior to the completion of probation.

Valid and appropriate California Driver's License with the necessary California Department of Motor Vehicle Endorsements/Restrictions required for operation firefighting equipment, and acceptable driving record at time of application and maintenance of such throughout employment in this position. Note: A driving permit is not acceptable. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Eyesight not less than uncorrected 20/100, correctable to 20/30 with contacts or glasses. Must have color vision sufficient to recognize red, green, and yellow colors.

Must be able to work a variety of shifts and a flexible schedule to include 40-hour, 56-hour and other workweeks, consecutive 24-hour shifts, overtime, emergency call back, holidays and weekends to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that a Fire Battalion Chief file financial disclosure statements in accordance with state and local laws.

Possession of a current State of California approved Emergency Medical Technician (EMT) 1 or EMT Fire Service Certificate at time of application.

Valid and appropriate Red Cross or American Heart Association cardiopulmonary resuscitation (CPR) certification at time of application and throughout employment in this position.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors and outdoors. When work is performed outdoors there is full exposure to the elements. An incumbent drives a vehicle on City business and may perform physical activity requiring physical strength and endurance. An incumbent sits, stands, walks and may run on slippery and uneven surfaces, kneels, crouches, twists, reaches, may lay dry and charged hoses, carry, raise and lower a variety of ladders; work from ladders while carrying equipment; rappel down elevated areas; climb stairs, ladders and inclines while carrying equipment; work on rooftops, multi-story buildings and at various heights; an incumbent may, in an emergency, ventilate roofs, rescue injured persons from hazardous areas by assisting, carrying or dragging the victim(s); climb over walls, fences, through windows; crawl through confined spaces and conduct searches. An incumbent may use a variety of hand and power tools and equipment to include rotary and chain powered saws, sledgehammers, shovels, picks, hoists, axes, ropes, hydraulic rescue tools, pike poles, prying tools, rubbish hooks, hose lines and bundles, fire extinguishers, air bottles and breathing apparatus. An incumbent may push, pull, drag, grasp, lift and carry items and work at shoulder level with hoses and other items weighing 75 pounds or less and drag or carry victims weighing up to 150 pounds. Incumbents performing first aid and paramedic tasks may also be exposed to human injury health hazards to include blood and other bodily fluids/products, communicable diseases, and human-borne parasites. When on-site at an incident, incumbents are exposed to/work in a hot, smoky, or toxic atmosphere close to flames. Incumbents may be exposed to extreme noise, wet or damp conditions, grease/oil, fumes, solvents, a variety of chemicals, mechanical and electrical hazards, vehicle hazards and vibration. Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

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