

FIRE BATTALION CHIEF

FLSA Status – Non-Exempt

EEO Code – B/Professionals

Class Code – RM254

GENERAL DESCRIPTION OF THE DUTIES

This position is responsible for supervising the daily activities and operations of firefighting and emergency medical services (EMS) personnel across one shift in the Fire Department; responding to emergency situations and exercising on-scene command responsibility; and providing administrative support to the Fire Chief. The Fire Battalion Chief also serves as an on-call duty officer for the Department.

SUPERVISION RECEIVED

These positions work under the general supervision of the Fire Chief.

SUPERVISORY RESPONSIBILITIES

This position is responsible for the direct supervision of fire and EMS career personnel and volunteer members (may include up to 50 volunteers at incidents and training).

ESSENTIAL JOB FUNCTIONS

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Identifies opportunities for improving fire suppression methods and procedures; identifies resource needs; advises appropriate management staff; and plans and implements improvements.
2. Participates in recruiting department personnel; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods and procedures; and meets with co-workers to identify and resolve problems.
3. Continuously monitors and evaluates the quality, responsiveness, efficiency and effectiveness of programs; service delivery methods and procedures within the Fire Department; and advises appropriate management staff.
4. Plans and coordinates fire suppression and emergency response activities with other City departments and outside agencies and organizations as needed.
5. Participates in the development and administration of assigned program budget; recommends funds needed for staffing, equipment, materials, and supplies.
6. Operates fire equipment during routine and emergency situations; confines and extinguishes fire incorporating proper firefighting and safety procedures at all times; functions as EMS crew member as needed.

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7. Collects, reviews, prepares, and records various reports and assists in administrative duties such as the standard operating procedures (SOP) and other policy development.
8. Assists fire operations crews in conducting fire inspections to identify fire and safety hazards and oversees pre-incident planning for designated buildings.

DUTIES AND RESPONSIBILITIES

Each Battalion Chief will have managing authority over one major component of the Fire Department's administrative operations. The three areas of concentration include facility and fleet maintenance; training/Volunteer; and EMS supplies and Department health and safety programs. Essential and other important responsibilities and duties may include, but are not limited to, the following:

Facilities and Fleet Maintenance

1. Oversight of the scheduling and tracking of apparatus maintenance;
2. Oversight of the facilities maintenance program;
3. Oversight of small equipment inventory and repair; and
4. Oversight of SCBA maintenance, repair, function, and fit testing.

Training/Volunteer Contact

1. Oversee and plan the training and education for assigned fire personnel including motivating and testing; work with fire personnel to correct deficiencies;
2. Schedule and coordinate all outside training opportunities;
3. Schedule and oversight of all live fire related training activities and events;
4. Continuous review, evaluation, and improvement of new employee training programs for fire.
5. Develop and implement promotional processes for Driver/Engineer and Lieutenant;
6. Serve as the McMinnville Fire Department representative on local training committees; and
7. Continually review and assist in Guideline and Policy Development.

Health and Safety

1. Oversight of the MFD mandatory physical fitness program and annual fitness testing component;
2. Serve as the Medical Review Officer for the Department including scheduling and follow up visits in response to annual physicals;

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3. Oversight of the care and maintenance of all physical fitness equipment and facilities;
4. Coordinate administration of vaccinations for Department personnel;
5. Chairman of the Department Safety Committee and Department representative to City Safety Committee; and
6. Oversee the ordering, maintenance, and replacement of EMS supplies and equipment as needed.

QUALIFICATIONS

Knowledge of:

- Fire prevention and suppression equipment and operating systems;
- Policies and procedures of the Fire Department;
- Pertinent federal, state, and local laws, codes and regulations;
- Principles, practices, methods, and techniques of life safety and fire suppression and modern fire apparatus and equipment;
- The geography of the city and surrounding area;
- Specialized communications equipment;
- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs;
- Various building construction techniques and the consequence of each type on fire prevention activities;
- Safe work practices and procedures; and
- International Fire and Building Codes.

Ability to:

- Command incident scenes for emergency medical services and fire suppression operations;
- Work under stress and use good judgment in emergency situations;
- Tactfully respond to requests and inquiries from the general public;
- Oversee and assist in resolving a variety of situations characterized by conflict or danger;
- Operate specialized emergency communications equipment;
- Safely operate department vehicles, apparatus and other emergency equipment;
- Communicate clearly and concisely, both orally and in writing; and
- Pass a medical physical exam

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EXPERIENCE and TRAINING

Equivalent to high school plus broad specialized training equal to two years of college in Fire / Emergency Medical or Fire and Life Safety or closely related field and over seven years of related Fire/EMT or Fire and Life Safety experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the essential job duties.

Mandatory Requirements:

1. Certified NFPA Firefighter I, and NFPA Driver & Pumper Operator;
2. Certified NFPA Fire Officer 1 and NFPA Fire Instructor 1;
3. Certified as an Oregon EMT; and
4. Possess a valid Oregon driver license.

Desirable Qualifications:

Desired qualifications include an Associate Degree in Fire Science or in EMS; and certified as NFPA Fire Officer 2.

PHYSICAL DEMANDS OF POSITION

While performing the duties of this position, the employee is frequently required to stand, kneel, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility and the ability to operate firefighting, rescue, and EMS equipment. Duties involve moving materials weighing up to 30 pounds on a regular basis and will require moving adult individuals, fire hoses, and fire/rescue equipment which will weight over 100 pounds more than once per day. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as motor vehicles, and emergency medical, fire suppression and rescue equipment, etc.

WORKING CONDITIONS

Most work occurs under usual fire station/indoor working conditions. Approximately 40% of the work period is at medical/fire/rescue sites or training sites with exposure to fire, smoke and typical hazards and noise levels associated with medical/fire/rescue service. The noise level in the fire station is higher than typical of most office environments; however, does not require hearing protection. Position will be assigned to 24 hours on duty followed by 48 hours off duty. Position is required to stay at the station for the 24-hour period of time on duty.

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Approved By _____ **Date** _____
(Department Director)

Adopted By _____ **Date** _____
(City Manager)

Established: June 2015

Revised: April 2017