

## **BATTALION CHIEF**

### **MAJOR FUNCTION**

This is mid-level managerial and supervisory work responsible for routine management of emergency personnel in a combination system, coordinating physical and human resources as required for emergency preparedness and response, ensuring training and readiness of all personnel and equipment in assigned battalion, and on-scene command and control of major incidents.

Positions allocated to this job description work on a daily basis supervising operations throughout the county, under the general supervision of the Deputy Fire Chief in charge of operations. Work involves multi-company supervisory and administrative duties, routine exercises of independent judgment, wide-ranging impact of decisions, and the requirement for advanced technical, managerial, and leadership skills.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Plans, manages and coordinates the activities of the battalion, including supervising subordinate company officers and personnel in assigned battalion.
- Directly responsible and accountable for all aspects of battalion management including battalion operations, special teams, personnel and equipment at all times.
- Operates a quick response emergency vehicle responding to emergencies in a safe and effective manner through the ICS system.
- Properly maintains operational readiness by maintaining minimal manning levels within all County career staffed positions.
- Participates in the development of goals and objectives for stations and personnel, and monitors progress toward achieving positive results.
- Responsible for recommending hiring, dismissal and disciplinary actions for battalion personnel.
- Attend meetings of the volunteer stations within battalion.
- Observes performance of subordinate officers in order to conduct performance appraisals.
- Conduct investigations into accidents or incidents involving equipment loss, personnel, volunteers, and/or citizens.
- Responsible as the primary communications conduit between headquarters and the company officers, field personnel and volunteers.
- During regular work hours, may be responsible for directing all departmental human and physical resources in response to all the fire and rescue emergency calls.

## **BATTALION CHIEF**

- Deploys and directs multiple companies and equipment at emergencies scenes and orders specialized units as needed.
- While on the scene, monitors personnel and equipment to ensure safe and effective response while mitigating impact of a hazard.
- Maintains sufficient personnel on shift each twenty-four hour period for emergency responses, schedules daily shift assignments, authorizes leave, special assignments and overtime.
- Participates in the development, change, implementation and application of departmental policies, performance standards, rules, regulations and standard operating procedures.
- Personnel in this job description are normally assigned special projects or programs for which they have responsibility. Programs include emergency medical services, technical rescue, hazardous materials response, and others of a department-wide nature.
- Responsibilities for special project assignments include, but are not limited to, preparation of program guidelines, supervising subordinate personnel within the program, preparing operating guidelines and protocols, maintaining relationships with the appropriate state and federal agencies, attending meetings, and making presentations.
- Manages budgetary expenditures within assigned program and/or project.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned shift.

### **SECONDARY FUNCTIONS**

- Performs the duties of subordinate personnel as needed.
- Attends conferences and meetings on the current trends in the field, represents Marion County Fire Rescue in a variety of local, county, state and other meetings.
- Attends local community and civic organization meetings to provide presentations and to serve as liaison.
- Attends department staff meetings and workshops.
- Represents the department on committees, at special meetings, and in public education and informational programs as required.
- Performs other assigned duties as may be determined necessary to fulfill the mission of battalion chief.
- May be call upon to perform functions of Deputy Chief in his/her absence.

### **CUSTOMER SERVICE**

## **BATTALION CHIEF**

Performs high volume of customer service both indirectly and directly by telephone and in person. Routinely interacts with representatives of various broadcast and print media. High profile public position must deal closely with news media and others while under highly stressful circumstances. Handles extremely sensitive health-related and death-related communication with family members.

### **SUPERVISION**

Direct supervision over a relatively small number of employees, station commanding officers, and indirect supervision of a moderate size staff who report to other supervisors or managers. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **EDUCATION, EXPERIENCE, LICENCES, CERTIFICATIONS**

#### **Education and Experience**

Bachelor's degree in fire or EMS related field, or any equivalent combination of education and experience preferred. Eight years experience in fire and emergency service work, including three years as a company officer within Marion County required; supplemental and technical training and education preferably through the National Fire Academy. Course work in incident command, hazardous materials, emergency medical services management, fire prevention, arson investigation, disaster and emergency management and personnel management preferred.

#### **Licenses**

Must possess a valid state of Florida Driver License. EVOC required before operating any County owned vehicles.

#### **Certifications**

Must possess a current state of Florida firefighter certification, EMT and/or paramedic. Company officer certification, fire service and/or EMS instructor (EMT) or better. Also required are hazardous materials operations/management and other such technical education and certificates as required for specific assignments.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

#### **Language Skills**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## BATTALION CHIEF

### **Mathematical Skills**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

### **Problem Solving Abilities**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- Interprets complex and detailed technical data. Participates in development of policy, programs, plans, or procedures.
- Studies manual work processes to determine most effective methods as essential tasks.

### **Specialized Skills and Abilities**

- Extensive knowledge of modern emergency service principles, procedures, and techniques in fire suppression and prevention, emergency medical services, hazardous materials protection, disaster management, aircraft rescue, and specialized technical rescue operations; extensive knowledge of incident management system.
- Ability to maintain effective managerial control of widely dispersed personnel and apparatus under extremely stressful conditions.
- Ability to handle multiple emergencies simultaneously and correctly allocate resources.
- Extensive knowledge of applicable laws including departmental standing operating procedures, and county and department rules and regulations, and the Collective Bargaining Agreement.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

The employee will be required to operate various types of fire engines and pumps, hoses, rescue vehicles, ALS or BLS medical equipment, extrication equipment, breathing apparatus, ladders, chain saws and axes, radios and communication equipment, and ventilation equipment in order to accomplish the tasks of the position. Employee will also be skilled in use of office equipment including computers, calculator, telephone, fax machine, copy machine and other general office equipment.

<b>BATTALION CHIEF</b>
------------------------

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and to lift over 100 pounds. Vision requirements are close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will regularly be exposed to wet or humid conditions, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme cold or heat, risk of electrical shock, explosives, and risk of radiation. The noise level for this position is sometimes very loud. Work requires being available and on call 24 hours a day; must be able to respond within 30 minutes from residence to the fire headquarters.

Established: 10/99	Category: 2
Pay Grade: 26	Status: E
Job Description Number: 2007	Revised: 10/2005