

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Battalion Chief	CLASS. CODE:	1450
DEPARTMENT:	Fire	FLSA:	E
REPORTS TO:	Deputy Fire Chief	DATE:	7/1/2002

Job Summary:

Plans and directs emergency and non-emergency activities including fire fighting, emergency medical services, rescue, fire prevention and public education and operations of multiple fire and ambulance companies within a battalion and shift. Supports the planning of logistical staff functions as they relate to fire department activities and responsibilities. Responsible for managing, training and providing leadership to achieve sound operational performance involving fire and medical personnel; oversees management of apparatus, equipment and station facilities. Directly involved in procedure development and review.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Plans, coordinates, directs, supervises, trains, and evaluates personnel, and participates in work of a Fire Battalion on an assigned shift. Assists the Deputy Fire Chief to develop and implement the emergency operations activities of the Fire Department including fire suppression, advanced life support treatment and medical transportation services, various technical and specialized rescue services, hazardous materials response and other emergency services and public fire safety education.
2. Ensures the operational readiness and effectiveness of a battalion to deliver structural and wild-land/urban interface fire, emergency medical, multiple technical rescue and hazardous materials emergency response services to the community.
3. Responds to and serves as Incident Commander of major fire emergencies, complex emergency medical incidents, serious hazardous materials incidents, multiple technical rescue or extrication emergencies or any other incidents that requires Fire Department response and mitigation.
4. Conducts post-incident analysis of major or unusual emergencies for the development and training of battalion and other department personnel.
5. Assists Fire Chief, Deputy Fire Chief, and Fire Training Chief to establish objectives for a comprehensive training program for department personnel to ensure emergency readiness, enhances services and ensures qualifications and credentials are maintained.
6. Demonstrates leadership to the battalion, division and department through conduct, example and professionalism. Provides leadership including motivation to the battalion, positive direction in conflict resolution, and in managing organizational change.
7. Supervises subordinate command/fire company officers and crews, evaluates work performance, recognizes accomplishments, issues discipline as needed, ensures compliance with safety rules, standards and work practices in stations and at emergencies, and responds to all grievances initiated by battalion personnel; responds to citizen complaints.
8. Participates in administrative planning and functions of management staff and Emergency Operations Division staff through regular meetings and daily briefings. Coordinates activities of battalion with other battalion chiefs, division chiefs and department personnel. Meets with subordinate line officers regularly to disseminate information, policies, directions and to gather input, feedback, progress reports and status of companies in the battalion's geographical area.

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9. Prepares reports and maintains battalion equipment records, assists in Emergency Operations Division budget.
10. Prepares and oversees apparatus specifications and request for proposals (RFP's) of all fire and ambulance apparatus and ancillary equipment. Performs purchasing contract management/administration.
11. Plans, coordinates, implements and upgrades computer aided dispatch and communications system.
12. Coordinates with surrounding area department and other governmental organizations within jurisdiction to ensure effective and efficient operation during emergencies.

Important Job Functions

1. Acts as Incident Commander at emergency scenes.
2. Assists in selection procedures, testing, interviews, evaluations and recommendations for hiring and promotions within the Fire Department. Serves in hiring or promotion selection activities for other fire services agencies and jurisdictions.
3. Inspects and tests fire hoses; inspects all fire apparatus and personal protective equipment and clothing.
4. Assists in identifying training needs, drills, and career enhancements needed for battalion and department.
5. Prepares, responds to and approves/disapproves of written correspondence, requests and grievances for the battalion/department.
6. Represents the Fire Chief on department specialty committees.
7. Communicates with the press, public or neighborhood groups as a representative.
8. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer, network terminal, and calculator
- Emergency vehicle
- Various 2-way radios and cell phones
- SCBA and PPE
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree from an accredited college or university in Fire Science, Fire Management and Administration or a related field; and,
Seven to Ten (7-10) years of experience in a related field; or,
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- DPSST Fire Officer One
- Basic Fire Administration Institute Certificate
- Emergency Medical Technician (basic)

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- Oregon Drivers License Class C
- HazMat Operations
- Safety Officer

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Emergency Incident Command Systems, methods and approaches.
- Personnel management, motivational and counseling techniques.
- Departmental rules and regulations, operational procedures, and budget preparation.
- Fire suppression and fire prevention methods, tactical plans and medical protocols.
- Fire apparatus and equipment.
- City geography including street locations, types of building construction, hazards, commercial, industrial and institutional zones and other target hazards located within assigned area.
- Contemporary office practices and procedures.

Ability to:

- Operate a computer with various software programs.
- Provide leadership and communicate effectively to subordinates.
- Operate an emergency vehicle.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Analyze fire/emergency conditions and make decisions under stress.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Work 24 hour shifts every 3rd day.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Drive emergency vehicles at high rates of speed
- Utilize fire suppression and/or emergency medical equipment
- Bend, kneel, stoop, climb or work at great heights, and cross rugged and uneven terrain.
- Lift up to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.