

## Battalion Chief

### 203.1 PURPOSE AND SCOPE

Under general direction, to assist in planning and directing activities of the Fire Department; to perform assigned administrative and supervisory duties; and do related work as required.

### 203.2 DUTIES AND RESPONSIBILITIES

Battalion Chief is a multiple-position management classification in the Fire Department. This position supervises Department personnel and suppression operations. The Battalion Chief is the second level below and reports directly to the Fire Chief.

#### 203.2.1 IMPORTANT AND ESSENTIAL DUTIES

Essential responsibilities and duties may include, but are not limited to, the following:

- Command and manage all risk incidents, including fires, rescues, hazardous materials incidents, and other emergencies. Coordinating with other responders and agencies to ensure a comprehensive and effective approach to mitigation and recovery including the investigation of incidents that fall under the Departments authority.
- Direct and supervise firefighting forces as required; ascertain the need for any type of additional equipment necessary to counteract the emergency; and make technical decisions as to the best methods of handling emergencies after observing the situation and receiving oral reports from officers.
- Supervises company officers under their command, including assigning work and special projects and managing shift schedules to maintain a balanced shift strength. Additionally, they prepare annual employee development evaluations for personnel under their supervision and review scheduled vacation, holidays, sick leave, compensatory leave, and other types of leave for the company officers. The Battalion Chief shall be responsible and accountable for enforcing the Department's rules, regulations, general orders, special orders, procedures, and policies.
- Oversees work assignments and special projects as directed by the Fire Chief while receiving, preparing, and completing reports on assigned activities for review by the Fire Chief. Additionally, supervise and/or conduct training activities as assigned, providing recommendations to the Fire Chief regarding personnel appointments and disciplinary actions. The Battalion Chief assists in preparing the Department budget and reviews all company incident reports.
- The Battalion Chief shall acquire jurisdictional knowledge of the area. Such knowledge shall include, but not be confined to, target hazards, extraordinary hazards, locations, and functions of firefighting systems and the water supply available for fire extinguishment.
- Lead and manage fire prevention personnel in engaging with the community to promote fire prevention and safety initiatives. This involves overseeing public education programs, outreach events, media appearances, and collaboration with local schools, businesses, and community organizations.

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- Oversee the maintenance and repair of Department vehicles and buildings. Working with the Joint Powers Authority member agencies on capital improvements.
- Manage the department's technology and communications needs, including hardware, software, and devices both fixed and mobile.

#### 203.2.2 OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

#### **203.3 JOB RELATED AND ESSENTIAL QUALIFICATIONS**

Knowledge and abilities required for this position include familiarity with Fire Department operations, administration, laws, ordinances, and codes relevant to fire services. Additionally, expertise in firefighting methods, fire prevention, inspection, and emergency medical practices is essential. Proficiency in training procedures, apparatus maintenance, and knowledge of local geography. Effectively leading firefighting personnel, organizing fire prevention programs, maintaining records, and analyzing fire situations and driving situations are critical. Strong written and oral communication skills are required to articulate findings and recommendations accurately.

#### **203.4 EXPERIENCE AND TRAINING**

- Chief Officer Certification from the California State Fire Marshal's Office

or

- Meet the following requirements of California State Fire Marshal's Office for
  - Chief Fire Officer 1/1/2017
  - Chief Fire Officer 3A: Human Resource Management
  - Chief Fire Officer 3B: Budget & Fiscal Responsibilities
  - Chief Fire Officer 3C: General Administration Functions
  - Chief Fire Officer 3D: Emergency Service Delivery Responsibilities
- ICS-300: Intermediate ICS for Expanding Incidents

and

- California Incident Command Certification System Engine Boss Qualified
- \*Highly desired: AH-330, S-270, S-219/S-234
- Possess an Associates Degree or higher from an accredited institution.
- Five (5) years in the rank of Captain in the Ross Valley Fire Department.
- Valid CA Drivers License
- Valid EMT certification or Paramedic License

#### **203.5 SPECIAL REQUIREMENTS**

None.

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#### **203.6 WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Due to the varied and unpredictable nature of firefighting and public safety, personnel may be required to perform the following and more: work in an emergency firefighting environment; immediately dangerous to life and health in intense, life-threatening conditions; exposure to heat, fire, smoke, body fluids, and noise; running, walking, crawling, climbing, stooping, and lifting, and in inclement weather conditions.

Position requires the use of a Self Contained Breathing Apparatus, prolonged sitting, standing, walking, running, jumping, reaching, repetitive hand movements, twisting, turning, kneeling, bending, squatting, in the performance of daily activities. Personnel must frequently lift and /or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. The position also requires both near and far vision, peripheral vision, depth perception, and the ability to adjust focus.