

## Battalion Chief Job Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Employees acting in this position will be held to this standard as well as that of their assigned rank.

### Summary Job Description

Functions as shift commander, with primary responsibility to assure that assigned personnel, apparatus, equipment, and facilities are maintained in appropriate readiness to respond to a variety of emergency calls for service. Under general direction, performs responsible management, technical and administrative work in commanding and coordinating fire emergency operations, training, fire prevention, public education, disaster preparedness, facility/equipment maintenance, and other related programs and services. Provides responsible and technical staff assistance, implements programs, goals and objectives. Oversees and supervises shift personnel and assigned staff.

### Representative Duties and Knowledge

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Serves as duty chief for an assigned shift and responds to emergencies including, but not limited to, structure fire, wildland fire, vehicle fire vehicle accidents, injuries, trapped people or animals, fallen trees, down power lines, gas leaks, flooded structures, hazardous substances, and trail rescues
- Assumes command of complex emergency scenes from initially arriving units and maintains command unless relieved by a superior chief officer
- Provides direction and necessary information to all units at an emergency scene
- Communicates with dispatch throughout emergency and non-emergency calls
- Assumes management responsibility for programs, activities, and programs of assigned shift including training, facility/equipment maintenance, disaster preparedness, public education, and related programs and services
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for departmental programs and services; recommends and administers policies and procedures
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; within department policy recommends appropriate methods and procedures
- Responds to and resolves difficult and sensitive citizen inquiries and complaints
- Understands the use of personal protective equipment and SCBA
- Understands rescue operations and procedures
- Has a thorough working knowledge of the Incident Command System as it applies to all emergencies
- Develops subordinates according to the Professional Development Plan, and maintains records

- Facilitates promotional testing and new hire recruitment
- Drives fire department vehicles; maintains proper licensing as required by CA DMV for fire department apparatus
- Directs and oversees assigned shift's occupancy inspection program
- Supervises and directs post-incident analysis
- Prepares reports and documentation as required by department
- Assists in the preparation and implementation of the department budget
- Reviews and evaluates subordinate employee job performance
- Manages overtime needs based on company officer's daily schedule
- Enforces departmental rules and regulations, and recommends disciplinary action when necessary
- Performs general administrative support functions and manages specific programs as assigned
- Participates in drills, and training classes
- Maintains fitness through a self-directed physical fitness program
- Participates in the department's public relations programs as assigned
- Maintains a clean professional appearance
- Behaves in accordance with the code of conduct of the Montecito Fire Protection District
- Is familiar with the policies, procedures, rules and regulations of the Montecito Fire Protection District
- May be assigned special projects by Division or Fire Chief
- In the event of a major fire or emergency, may be called in from off duty to work an extended period of time; may be scheduled to work on days off when an open shift cannot be filled in accordance with force hire policy; may be sent to emergencies in other areas for an extended period of time

#### Abilities

- Command personnel during emergency and non-emergency operations
- Perform competently under extreme pressure and in stressful situations
- Make accurate observations and rapid judgments
- Understand a variety of procedural instructions; written and oral, and convert to proper actions
- Give oral instructions to others
- Work with outside agencies
- Prepare clear, concise, accurate written reports
- Deal tactfully and effectively with the general public and co-workers
- Work cooperatively with others and contribute to a successful team effort
- Maintain physical endurance and agility
- Demonstrate an awareness and appreciation of the cultural diversity of the community
- Upholds the code of conduct of the Montecito Fire Protection District

### Minimum Qualifications

#### 2015

Eight years of full time firefighter experience; at least 5 with the Montecito Fire Protection District, non-probationary Captain in good standing

EMT-B certification

CPR for the Professional Rescuer or equivalent certification

AED certification

State Fire Training Certified Firefighter I and Firefighter II

State Fire Training Chief Officer Certification eligible

I300

S234

S270

S290

S215

AR330

AR339

Class B or C California Driver's License with Firefighter endorsement.

Initiated Battalion Chief task book

Must not have been convicted by a state or the federal government of a crime, the punishment for which could have been imprisonment in a state or federal prison.

#### 2017

Eight years of full time firefighter experience; at least 5 with the Montecito Fire Protection District, non-probationary Captain in good standing

EMT-B certification

CPR for the Professional Rescuer or equivalent certification

AED certification

State Fire Training Certified Firefighter I and Firefighter II

State Fire Training Chief Officer Certification eligible

Heavy Rescue (Rescue Systems 1 & 2, Trench Rescue, Confined Space Rescue and Low Angle Rope Rescue)

I300

S234

S270

S290

S215

AR330

AR339

Class B or C California Driver's License with Firefighter endorsement.

Initiated Battalion Chief task book.

Must not have been convicted by a state or the federal government of a crime, the punishment for which could have been imprisonment in a state or federal prison.

2020

Eight years of full time firefighter experience; at least 5 with the Montecito Fire Protection District, non-probationary Captain in good standing

EMT-B certification

CPR for the Professional Rescuer or equivalent certification

AED certification

State Fire Training Certified Firefighter I and Firefighter II

State Fire Training Chief Officer Certification eligible

Heavy Rescue (Rescue Systems 1 & 2, Trench Rescue, Confined Space Rescue and Low Angle Rope Rescue)

I300

S234

S270

S290

S215

AR330

AR339

Class B or C California Driver's License with Firefighter endorsement

Completed Battalion Chief task book

Associate of Arts or Science degree in any field

Must not have been convicted by a state or the federal government of a crime, the punishment for which could have been imprisonment in a state or federal prison.

2024

Eight years of full time firefighter experience; at least 5 with the Montecito Fire Protection District, non-probationary Captain in good standing

EMT-B certification

CPR for the Professional Rescuer or equivalent certification

AED certification

State Fire Training Certified Firefighter I and Firefighter II

State Fire Training Chief Officer Certification eligible

Heavy Rescue (Rescue Systems 1 & 2, Trench Rescue, Confined Space Rescue and Low Angle Rope Rescue)

I300

S234

S270

S290

S215

AR330

AR339

Class B or C California Driver's License with Firefighter endorsement

Completed Battalion Chief task book

Bachelor of Arts or Science degree in any field

Must not have been convicted by a state or the federal government of a crime, the punishment for which could have been imprisonment in a state or federal prison.

#### Desired Qualifications/Training

Tactical Decision Making (S-336)

Fire Behavior (S-390)

Investigation 1B

#### Other Requirements

Successfully complete 12 month probationary period.

#### Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

##### Physical:

Primary functions require sufficient physical ability to work both indoors in an office-type setting and outdoors in extreme weather conditions. Continuous sitting and upward and downward flexion of neck; side-to-side turning of neck; twisting and bending at the waist; reaching below the shoulders; lifting and carrying of objects weighing up to 100 pounds. Frequent standing; walking and walking on uneven ground; reaching at and above the shoulder; power grasping, pushing and pulling of objects and equipment; fine finger dexterity, simple grasping and repetitive use of hands to manipulate equipment controls, keyboard and other office equipment. Occasional running, crawling, kneeling, climbing, balancing and squatting; lifting and carrying objects more than 100 pounds with or without assistance.

##### Environment:

Exposure to extreme heat, cold, humidity and temperature swings working indoors and outdoors; excessive noise of emergency equipment; the noise level may be very loud when responding to emergency calls and when working at a fire or other emergency incident; exposure to dust, gases, chemicals, smoke, and blood-borne pathogens; occasional exposure to explosives at fires or other hazardous materials calls; works in and around heavy equipment with exposure to moving mechanical parts; exposure to vibration from equipment and vehicles; operations of foot controls or repetitive foot motion; may work at substantial heights; wears appropriate personal protective equipment including goggles, ear plugs or other auditory protective equipment, face protector, turn-outs, safety shoes, gloves and a self-contained breathing apparatus.