

Battalion Chief – Fire Marshal

- Overview
- Plan, organize, conduct, and administer programs supporting fire prevention activities and functions.
 - Enforces District, state, and federal codes, ordinances, and laws, as they pertain to fire and life safety.
 - Provides responsible and technical staff assistance, implements programs, goals, and objectives.
 - Performs construction plans review.
 - Conducts and oversees fire investigations.
 - When operating as the Duty Chief, responsible for all items in the Battalion Chief job description.
 - Reports to the Fire Chief.

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- Key Responsibilities
- Fire Protection and Prevention:**
- Plans, directs, and coordinates fire protection activities to ensure compliance with fire prevention and life safety standards through local ordinances and code adoption.
 - Supervises and participates in fire prevention inspections of commercial buildings and enforcement of state and local fire codes.
 - Coordinates inspection and enforcement activities with other governing agencies, including the District Attorney and local CUPA authority.
 - Supervises and participates in hazard abatement programs and the issuance of fire clearance permits.
- Building and Project Review:**
- Reviews building plans and project specifications for compliance with fire and life safety standards, including access, rated materials, construction design, exit facilities, and fire protection systems.
 - Confers with architects, designers, contractors, property owners, building officials, and fire officials on fire protection and life safety matters.
- Education and Coordination:**
- Working with the Public Information Officer, develops and conducts educational programs related to fire prevention and life safety.
 - Coordinates fire prevention activities with fire suppression management staff and the Public Information Officer.
 - Cooperates with federal, state, and local fire organizations and participates in related fire service conferences.
- Emergency Response and Investigation:**
- Responds or designates response to emergency calls for fire investigations.
 - May direct activities of fire personnel and equipment at fires or other emergencies.
 - Cooperates with other agencies on various emergency and investigative matters.
- Administration and Reporting:**
- Prepares reports, maintains records, and prepares annual budget recommendations.
 - Enforces departmental rules and recommendations; recommends appropriate personnel actions.
 - Conducts annual evaluations of subordinates.
 - Engages and administers special projects assigned by Fire Chief.
 - Performs general administrative support functions and manages specific programs as assigned.

Key Responsibilities (cont)	<p>Training, Education, and Fitness:</p> <ul style="list-style-type: none"> • Engage in trainings, drills and classes as directed to maintain and enhance firefighting, leadership, and emergency response skills. • Adhere to the policies, procedures, rules, and regulations of the Montecito Fire Protection District. • Maintain physical fitness through a self-directed program. • Maintain a clean professional appearance and comply with Policy 1013 Conduct and Behavior. <p>Have thorough knowledge of:</p> <ul style="list-style-type: none"> • Local, State, and national fire codes and administrative regulations. • Fire-related provisions of the California Building Code. • Standards of the National Fire Protection Association. • Fire chemistry, building inspection techniques, and fire investigation processes. • Firefighting processes, suppression methods, techniques, and equipment. • Principles of supervision, communication, group instruction, local geography, district familiarization, and the Incident Command System. • Capabilities and limitations of a wide variety of firefighting equipment.
Skills and Abilities	<p>Administrative and Management:</p> <ul style="list-style-type: none"> • Establish and maintain effective administrative systems. • Participate as a management team member. • Provide short and long-range planning. • Develop and implement policies. • Manage and effectively utilize computer systems. • Develop and administer fire prevention and fire investigation programs in accordance with governing laws and policies. <p>Plan Review and Representation:</p> <ul style="list-style-type: none"> • Read and interpret building plans and specifications. • Represent Fire District policies to architects, designers, contractors, developers, and the general public. <p>Coordination and Enforcement:</p> <ul style="list-style-type: none"> • Work cooperatively with fire, law enforcement, building officials, and property owners in enforcing fire and life safety codes. <p>Training and Supervision:</p> <ul style="list-style-type: none"> • Train and supervise personnel. • Write and recommend fire prevention regulations. • Plan and supervise the operations of fire crews. <p>Site Visits and Inspections:</p> <ul style="list-style-type: none"> • Visit and move about construction sites, fire scenes, and emergency sites to conduct inspections. • Evaluate investigation activities or command an incident. <p>General:</p> <ul style="list-style-type: none"> • Command personnel during incident operations. • Perform competently under extreme pressure. • Make accurate observations and rapid judgments. • Give clear oral instructions and deal effectively with the public and co-workers. • Work cooperatively with others and contribute to a successful team.
Minimum Qualifications	<ul style="list-style-type: none"> • Applicant or incumbent members must meet minimum qualifications listed in the Battalion Chief job description.

Desired Qualifications	<ul style="list-style-type: none">• CA State Fire Marshal certification.• CA State Fire Inspector I and II certification.• CA State Fire Investigator certification.• NFPA Certified Fire Protection Specialist.• Have 3 years of operational experience with the Montecito Fire Department.• Completed a Montecito Fire Department Battalion Chief Position Task Book.• Bachelor of Arts or Science degree in any field.• S-390: Introduction to Wildland Fire Behavior Calculations.
Other Requirements	<ul style="list-style-type: none">• Meet insurability requirements of the District's insurer.• Accept special duty assignments and work varied shifts as needed.• Complete a 12-month probationary period.• Must obtain CA State Fire Investigator certification during the first year of appointment.• Must obtain CA State Fire Inspector 1 and Plan Examiner within three years of appointment.• If not previously a tenured Battalion Chief, must complete a 12-month probationary period.
Physical Demands and Working Environment	<p>Physical:</p> <ul style="list-style-type: none">• Frequent neck movement, simple grasping, fine finger dexterity, walking, standing, sitting, kneeling, climbing, balancing, squatting, bending, twisting at the waist, and lifting and carrying objects up to 20 lbs.• Occasional lifting and carrying objects up to 25 lbs., running, and crawling.• Lifting and carrying objects over 100 lbs. rarely, with or without assistance. <p>Environmental:</p> <ul style="list-style-type: none">• Exposure to extreme temperatures, noise, hazards of fires, hazardous materials, and biological hazards.• Work may involve 24-hour shifts with breaks, subject to emergency interruptions.• Possible off-duty call-ins for emergencies.• Work settings include the fire station and field locations.