

## BATALLION CHIEF

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### **DEFINITION**

Under general direction of the Division Chief or Deputy Chief, plans, organizes, and directs emergency and non-emergency activities of all personnel, stations and equipment in a fire battalion on an assigned shift; assumes command of major emergency response incidents; and performs related work as assigned.

### **DISTINGUISHING FEATURES**

This is a supervisory level classification responsible for managing an entire response area as the supervisor or specific division or functional area. This classification is distinguished from the lower class of Captain in that the latter has shift responsibility typically for a station or crew, which includes the supervision of Apparatus Operators and Firefighters. It is further distinguished from the next higher level job classification of Division Chief, in that the former is responsible for oversight of several shifts or specialty areas including, but not limited to Suppression, EMS, Training, Disaster Preparedness along with shift oversight. Incumbents receive supervision from a Division Chief or Deputy Chief, based on the department organizational chart, and exercise supervision over subordinate staff in the chain of command.

### **EXAMPLES OF DUTIES**

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

#### **Essential Duties**

1. Supervises responses to emergency fire, medical aid, hazardous material, rescue or other situations, and functions as incident commander, including responsibility for situation assessment; development and implementation of strategy and tactics; and direction of companies through company officers.
2. May personally perform a variety of fire suppression and medical treatment tasks in emergency situations.
3. Communicate with other agencies at fire scenes or other emergency incidents to secure necessary resources, to provide updates, and coordinate responses.
4. Works with outside agencies to coordinate emergency response plans, resources, and operational issues.
5. Drives emergency response vehicles (redlights/siren).
6. Develops strategies, tactics, and plans for pre-emergency and emergency situations, and all risk mitigation of related incidents to ensure safe and effective responses.
7. Plans, organize, supervise, directs personnel to ensure the operational readiness of battalion's staffing, apparatus, equipment and resources to immediately respond to calls for assistance.
8. Visits, inspects or coordinates inspection of stations to keep informed on activities and share information; ensures that assigned shift personnel, facilities, apparatus, equipment, safety gear, and systems are fully prepared for all types of emergency response and are in conformity with department standards and safe operation.
9. Ensures complete staffing of all companies for the shift.
10. Interprets policies, directives, and personnel regulations, and ensures their consistent application across companies.
11. Plans, organizes, evaluates, and directs the work of subordinate supervisors.
12. Evaluate and document the performance of company officers or other assigned staff to improve work and compliance with department regulations. Provide feedback to subordinates directly and/or through written report.
13. Participates in the performance management process, including counseling and monitoring of subordinates, and investigation of allegations of policy, procedure, and/or violations, as well as recommendation, documentation and implementation of disciplinary actions to improve personnel performance.
14. Enforces legal mandates, department policies, work rules, City Policies, Memoranda of Understanding (M.O.U.), I and command staff directives to improve performance and compliance with department and City regulations.
15. Identifies training needs based on direct observation and review of reports and performance records to improve performance; ensure personnel safety to maintain a high level of morale and productivity.
16. Conducts and participates in training.
17. Provide oversight on up to two (2) department programs.
18. Coordinate activities and provide a consistent and comprehensive flow of information with other battalion chiefs, program managers and command staff, striving for consistency throughout the organization.

19. Conducts and develops written post-incident critiques for the benefit of company members and the entire organization.
20. Relays and discusses significant shift activities with on-coming and off-going Battalion Chiefs.
21. Conducts company officer meetings to coordinate inter-station activity and brief on current department related items.
22. Attends and conducts various staff and departmental meetings and ensures that supervisors and subordinates are informed of significant events and scheduled activities.
23. Investigates accidents and complaints.
24. Manage scheduling for shift and incident operational periods utilizing staffing software or applications.

Other Duties:

25. Trains and develops subordinate officers; serve as mentors to subordinate staff to promote their professional development (Actors).
26. Serves on various department, city, county, or departmental committees and performs or oversees special studies and analyses related to methods, equipment, new developments, and departmental issues.
27. Attends meetings with community and work groups to make presentations about fire service issues and/or for problem resolution. Attempt to foster a cooperative working relationship through these meetings to facilitate department operations and positive community relations.
28. Responds to media queries and make statements to the media to respond to the public's right to know about community issues and fire department responses. Refer media questions to appropriate sources in accordance with department and City policy.
29. Oversees implementation of special projects to improve the department's operation.
30. Assists with the investigation of fires as to cause, origin, and extent of damage.
31. Makes recommendations regarding capital purchases and facility improvements.
32. Performs other duties as assigned by Supervisor.

**WORKING CONDITIONS**

- Work indoors and outdoors
- Exposure to extreme hot or cold temperature
- Work at unprotected heights
- Work around moving machinery
- Exposure to marked changes in temperature/humidity
- Exposure to dust, fumes, smoke, gases, odors, mists, other irritating particles, toxic or caustic chemicals, radiation or electrical energy, solvents, grease or oil, excessive noise, vibration, and flames or burning items.
- Slippery or uneven walking surfaces
- Work below ground
- Use of computer monitor and equipment
- Works alone and with others.

**PHYSICAL DEMANDS**

- Lifting up to 75 pounds without assistance and up to 300 pounds with assistance.
- Climbing ladders and work at heights.
- Walking over rough terrain and from truck to truck at fire scenes.
- Standing for long periods of time while operating hoses or raising ladders.
- Reaching waist to shoulder to pull hoses off trucks, carry axes, and move furniture.
- Handling tools, hoses, and protective gear.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations.

**EMPLOYMENT STANDARDS**

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education/Experience

Education: High School diploma or equivalent required; and Internal Candidates: Must have completed all course work to obtain Chief Fire Officer certification with the CA Office of State Fire Marshal (completion of task book and

certification is not required but is highly desirable) . External Candidates: Must be certified as Chief Fire Officer with the CA Office of State Fire Marshal. Evidence of advanced education and continued professional training and development is highly desirable for all candidates.

### Experience

Internal Candidates: Four (4) years of experience in the Fire Captain classification in the City of Alameda Fire Department and continued compliance with current Firefighter employment standards.

External Candidates: Ten (10) years fire suppression experience, the four (4) most recent of which must have been in progressively responsible leadership position equivalent to the City of Alameda Fire Captain with a California municipal, county, or state fire department. Experience serving a socio-economically diverse community is highly desirable.

### Knowledge of:

- Current fire suppression methods and incident command system operations, rescue principles, practices, techniques, equipment, and procedures.
- Modern methods, principles and practices used to prevent or limit loss of life and property in emergency situations dealing with fires, disasters, disaster preparedness, medical emergencies, water rescue, confined spaces, and hazardous materials.
- Emergency preparedness policies, principles, rules, regulations, codes, and agreements used in emergency response including Mutual Aid agreements.
- Principles and practices of providing emergency medical response at the advanced and basic life support levels.
- Laws, ordinances, and regulations which govern Fire Department responsibilities including building construction and hazardous materials storage and handling.
- Principles and practices of supervision of a large group of employees through subordinate supervisors, including selection, training, evaluation, discipline, and effective supervision techniques.
- Effective employee relations techniques including disciplinary procedures and the Firefighter Bill Of Rights
- Effective labor relations.
- Practices and procedures of budget preparation and monitoring, material requisitioning, and purchase ordering.
- principles and practices to achieve and maintain required training and/or certification.
- Safe work practices, procedures and standards.
- City and departmental rules, regulations, practices and procedures; applicable Federal, State and local laws and regulations.
- Operation, maintenance and location of apparatus and equipment including specialized equipment and apparatus.
- City geography; structural composition including waterfront areas, and navigational hazards; basic types of building construction and structural conditions of buildings in the City; target hazards (i.e. hospitals, schools); local water supply, water systems and fire service hydraulics; mutual and automatic aid agreements.

### Ability to:

- Effectively plan, manage, direct, coordinate and perform assigned activities.
- Delegate efficiently and appropriately.
- Effectively serve as Battalion commander.
- Exercise command at emergencies and demonstrate effective leadership.
- Demonstrate teamwork, problem solving and collaboration.
- Demonstrate leadership and delegate efficiently and appropriately.
- Develop, administer, implement and/or complete assigned programs and projects.
- Effectively perform assigned administrative and supervisory duties.
- Instruct effectively, maintain discipline and high morale, stimulate interest, and command respect of subordinates.
- Conduct a thorough fact-finding investigation and enforce regulations firmly, tactfully, and impartially.
- Effectively supervise and perform fire suppression, safety and prevention work, disaster preparedness, emergency medical and paramedic assistant, water rescue, confined space, and hazardous materials duties.
- Prevent or limit loss of life or property in emergency situations dealing with fire, disasters, medical emergencies, paramedic services, water rescues, confined spaces, technical rescue, hazardous materials, or other emergency situations.
- Maintain physical and mental condition appropriate to perform assigned duties and responsibilities.
- Maintain effective audio and visual discrimination and perception needed to perform assigned duties including making observations, communicating with others, reading and writing, and operating assigned equipment and emergency

vehicles.

- Effectively deal with, direct and perform work activities under potentially dangerous situations which may include exposure to fire, disasters, medical emergencies, water rescues, confined spaces, technical rescue, hazardous materials, emergency driving conditions, or other emergency situations. Working conditions may include exposure to fumes, gases, heat, dampness, dust, odors, dark, high altitudes, disease, decomposed, burned or severely dismembered bodies, smoke, crowds, noise, confined spaces, working alone for long periods of time, heights, and stress.
- Interpret, apply and explain rules, laws, regulations, policies and procedures.
- Issue and implement instructions and directions.
- Analyze situations and make quick decisions requiring sound judgment.
- Manage time in an effective manner.
- Maintain a level of knowledge required for satisfactory job performance.
- Establish and maintain accurate records.
- Prepare and present concise, comprehensive reports and orders using various systems which may include Microsoft Office programs, payroll programs, time keeping software, and other data tracking systems.
- Administer contracts and agreements with service providers
- Communicate effectively.
- Act with resourcefulness, courtesy and initiative.
- Exercise independent judgment.
- Function as an effective group or team member.
- Work with other City departments and establish and maintain effective working relationships with employees and the general public.

Other Requirements/Licenses/Certifications:

Possession of a valid California Driver's License and satisfactory driving record is a condition of initial and continued employment.

Possession of a valid California EMT certificate or EMT-P license is required as a condition of initial and continued employment.

Willingness to work variable and 24 hour shifts, weekends, holidays, irregular days and hours, recall and on-call for the fire investigation program; respond to mutual aid calls requiring local, regional, in-state or out-of-state travel; attend meetings and educational sessions as required during on or off-duty hours; perform routine, repetitive work; train other employees; wear a uniform and safety equipment; work outside in inclement weather; work under undesirable and hazardous conditions; conform to department grooming standards; take a loyalty or affirmation of allegiance to the United States and to the State of California.