

## **CITY OF REEDLEY**

### **FIRE BATTALION CHIEF**

#### **DEFINITION**

Receives general direction from the Fire Chief in the performance of responsible management, technical, and administrative work in commanding and coordinating emergency incidents including fire suppression, emergency medical services, hazardous materials services, technical rescue services, citywide emergency management issues, fire prevention, public education, public relations, staff training, maintenance of apparatus and equipment, and buildings and grounds; provides highly technical staff assistance to Administrative staff personnel; and performs related work as required. This assignment also involves responsibility for the management of all Operations personnel after regular business hours, and on weekends and holidays. This is a mid-management level FLSA "Exempt" position.

#### **SUPERVISION EXERCISED**

Positions in this class have direct supervisory responsibilities for Fire Captains at each fire station located within the City limits on an assigned shift or any paid-call or volunteer personnel below this position. Position also supervises code enforcement activities relating to fire prevention and pre-plan programs. Positions in the class will be the City's representative with overall responsibility for Fire & Life Safety issues as assigned in the absence of the Fire Chief.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assumes command of major incidents and directs the activities of responding companies.

Oversees, directs, and supervises the activities of fire station operations on an assigned shift or as needed.

Makes technical decisions as to the best methods of extinguishing fires after observing the fire and receiving oral reports from company officers.

Conducts post incident critiques.

Manages fire prevention activities and fire pre-plan program.

Assists in the development and implementation of goals, objectives, policies, and priorities.

Makes periodic inspections of staff and the general condition of the equipment, apparatus and fire stations.

Manages apparatus and station maintenance and inventories.

Justifies the need for new equipment.

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Plans, develops, directs, organizes and participates in the Department-wide training program.

Trains and instructs employees in modern firefighting principles, practices and procedures and maintains records accordingly.

Evaluates the performance of personnel; recommends or implements disciplinary actions.

Assists in the preparation and administration of the Department budget, including developing cost estimates for budget items; implements mid-year adjustments.

Supervises the investigation of fires to determine causes and damages.

Investigates potential fire and safety hazards within the City.

Conducts drills relating to proper use of fire protection equipment, fire prevention procedures and emergency evacuation in schools and hospitals.

Analyzes, interprets, and enforces applicable fire safety codes and standards.

Prepares and maintains a variety of technical reports and records.

Prepares and coordinates training schedules and assignments.

Represents the City in the community and at professional meetings as required.

Coordinates Fire Department activities with other City departments and divisions and with outside agencies.

Operates an MS-DOS/Windows environment computer and has intermediate skills and knowledge with MS programs including Word, Excel, PowerPoint and Outlook.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Modern principles and practices of organization, administration, budget, and staff management training.

Modern firefighting and rescue principles, practices, techniques and procedures, including the operation and maintenance requirements of various types of fire apparatus and equipment.

Modern fire prevention and investigation principles, practices and procedures.

Mechanical, chemical and related characteristics of a wide variety of flammable and explosive materials and objects.

Modern organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

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Rules, regulations and operational procedures of the Fire Department and the California Fire Code: federal, state and local laws and regulations pertaining to fire suppression, hazardous material handling, rescue operations, training, etc.

Principles of supervision, training and performance evaluation.

Principles and practices of excellent customer service.

**Skill to:**

Operate all fire emergency vehicles and all related equipment in a safe and proficient manner.

**Ability to:**

Effectively manage emergency fireground operations including strategic and tactical use of resources in a safe manner.

Manage and perform emergency rescue operations.

Render first aid and perform emergency medical procedures.

Plan, organize, direct, coordinate, and control operations of a fire shift or as needed.

Evaluate equipment, methods, and procedures, and prepare written reports.

Instruct others regarding work methods and techniques; maintain records.

Enter data or information into a terminal, PC, or other keyboard type device.

Maintain cooperative working relationships; supervise and direct the work of subordinate personnel.

Communicate effectively, both orally and in writing.

Apply the above knowledge to varied fire control and fire administrative problems.

Prepare and present concise, logical oral and written reports.

Explain policy, procedures and make recommendations on a wide variety of professional issues

Establish and maintain effective working relationships with those contacted in the course of work.

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**Education, Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Education:**

Equivalent to a High School Diploma and relevant college coursework working towards a Bachelor's degree from an accredited college or university with major studies in fire science, public administration, or a closely related field. Experience will be considered as a substitute for higher education.

**Experience:**

Three to five years of increasingly responsible fire fighting experience, at least two years of which are at a Company Officer level or higher **OR** any combination of education, training and/or work experience to demonstrate knowledge, skills, and abilities to meet the requirements of the position.

**License:**

Possession of a valid and appropriate California Firefighter Restricted License, or a valid and appropriate Class "B" California Driver License within 12 months of employment. Must have and maintain a satisfactory driving record and be insurable to operate City vehicles.

**Special Requirements:**

***NOTE:** The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this job classification. Essential duties require the following physical skills and work environment:*

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, extreme heat and vibration. The noise level in the office environment is usually moderate, and the noise level in the field is usually loud.

Bilingual skills are not required.