

Ozark Fire Protection District Personnel Policies and Regulations

	APPENDIX NUMBER:	VII	APPROVED BY BOARD:	November 19, 2013
	CHAPTER TITLE:	Battalion Chief: Job Description		
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CLASS TITLE:

Battalion Chief

ACCOUNTABLE TO:

Assistant Chief

PRIMARY OBJECTIVE OF POSITION:

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 program goals and objectives; oversees and supervises assigned staff.

ESSENTIAL DUTIES ARE:

1. Directs, supervises, reviews, and performs in activities of fire fighter personnel performing fire prevention, fire fighting, first aid, training, and hazardous material response;
2. Oversees fire station operations, which includes the maintenance of equipment, grounds, and buildings as assigned;
3. Responds to fires and other emergencies within the District as assigned;
4. Takes command and directs the utilization of firefighting resources including personnel, equipment, supplies, etc. at major fires and emergencies as appropriate under the Incident Command System as assigned;
5. Completes daily and long-range manpower planning for stations and apparatus to ensure required staffing needs are met to accomplish multiple activities, still maintaining operational readiness;
6. Completes yearly planning calendar for assigned operational administrative area, including public education activities;
7. Handles anticipated emergencies as required;
8. Coordinates a variety of intercompany activities;
9. Assists in training as required;
10. Prepares and presents clear, accurate and detailed written reports, including yearly reports for each assigned area of emphasis;
11. Reads and interprets a variety of information including records, reports, manuals, etc. and utilizes information as necessary to determine such things as schedules and activities;
12. Participates in the development and implementation of departmental policies and makes recommendations for policy changes, project priorities and systems to administer the Fire District programs;
13. Develops and implements programs to enhance activity levels department wide for assigned areas of concentration, consistent with departmental benchmarks;

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14. Operates a variety of vehicle types and drives to different locations including fire stations and fire scenes;
15. Maintains assigned core training requirements;
16. Directs, coordinates and participates in public education activities as assigned;
17. Provides quality assurance for all investigation and reporting activities as assigned.

OTHER DUTIES INCLUDE:

Emergency response and preparedness

1. Command all Emergency Operations to provide for the safety of the public and department personnel and the conservation of property.
2. Assume command and overall responsibility for larger incidents.
3. Forecast probable outcomes in order to determine strategic objectives based upon the nature and scope of the incident.
4. Develop, assign and coordinate tactical activities.
5. Direct and integrate inter-agency incident support.
6. Utilize and enforce recognized safety standards and procedures, and determine level of acceptable risk based upon existing conditions.
7. Coordinate and direct activities with various local, state, and federal agencies ensuring successful integration and effective results.
8. Participate in intra- and inter-agency post incident critiques.
9. Evaluate and test District preparedness to respond and mitigate emergency situations.
10. Determine, control and coordinate effective staffing levels
11. Contacts with employees and the public are frequent, involving tact, patience, and tolerance in stressful situations.
12. Position requires heavy physical work and occasional contact with undesirable physical conditions and hazards requiring constant safety considerations

Management

1. Ensure that assigned personnel and equipment are operationally ready to fulfill the mission of the District and to assure against breakdown or damage and to maintain accountability
2. Support the mission and philosophy of the organization.
3. Manage and participate in the development and implementation of goals and objectives, policies, and priorities of assigned programs.
4. Counsel staff to ensure effective, equitable, and fair compliance with all relevant policies.
5. Coach, instruct, and guide subordinates in all facets of District operations and management philosophy.
6. Actively monitor and evaluate existing policy, procedures, rules and regulations to determine value in meeting organizational goals and objectives.

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7. Assist and guide company officers in maintaining necessary levels of order and discipline.
8. Train, motivate, and evaluate assigned personnel; work with employees to correct deficiencies; review disciplinary situations and manage the disciplinary process
9. Ensure that all subordinates meet and maintain federal, state and departmental standards and certifications.
10. Identify, design, and direct appropriate training programs to meet operational needs.
11. Implement programs that enhance the service delivery to District customers.
12. Implement management and supervisory programs to enhance levels of knowledge and skill.
13. Foster environments conducive to continual learning development and growth of employees.
14. Counsel employees on the organization's mission and subsequent objectives.
15. Foster cooperative interagency relationships.
16. Provide appropriate assistance and support to other district, city, county, and state agencies when requested.
17. Evaluate joint training exercises.

Administration

1. Recommend and administer policies and procedures.
2. Participate in scheduled management, administrative, and project meetings to maintain and enhance management team effectiveness ensuring confidentiality and trust among participants as well as coordination of effort and support of management decisions.
3. Identify apparatus and equipment needs and participates in budgetary determinations relating to procurement and acquisition.
4. Ensure resources meet organizationally adopted NFPA, state, federal, and departmental requirements and standards.
5. Identify the community's level of risk and optimal level of service and translate the data into realistic, attainable, and effective organizational objectives.
6. Ensure that incident documentation is accurate and completed in at timely manner.
7. Direct risk analysis surveys.
8. Identify fiscal constraints to effective service delivery.
9. Manage departmental resources and dynamic, discretionary budgetary funds to ensure they meet targeted objectives.
10. Allocate budget funds to areas where optimal service delivery benefit can be derived.
11. Actively monitor operating fund levels.
18. Meets the public and conducts tours of station
19. Occasionally works with information restricted to specific persons for a limited time
20. Occasionally handles small amounts of funds
21. Performs other duties as assigned by the Assistant Chief.

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SUPERVISION:

Directly supervises assigned Company Officers, i.e., Captains and Lieutenants. Shall serve as Senior Staff in the absence of the Chief and Assistant Chief.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to graduation from high school and seven (7) years of progressively responsible firefighting experience on a paid department including a minimum of three (3) years supervisory or lead experience as a Captain or above; possession of a valid driver's license; Certified as a Fire Fighter 1 & 2, First Responder, Fire Instructor I, Fire Officer I, Advanced ICS (NIMS 300/400) or successful completion of a Command and Control class from the National Fire Academy. Fire Investigator, Fire Inspector, and a minimum of thirty (30) hours of college credit are preferred.

EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:

1. Effectively and efficiently plans, directs, and supervises the activities of assigned station and shift;
2. Effectively and properly directs fire fighting and hazmat activities at the scene as required; makes sound judgments under stressful conditions;
3. Effectively prepares and recommends policy, rule and law changes, and proposals; prepares and maintains proper and accurate records and reports of activities;
4. Understands and uses equipment and fire suppression methods properly and effectively; maintains and tests equipment, apparatus, and stations; performs proper and effective fire prevention inspections, fire suppression and rescue work;
5. Administers advanced first aid properly and effectively; demonstrates knowledge of effective First Responder protocols for a wide variety of medical situations;
6. Assists and trains new employees effectively and cooperatively; conducts and supervises training and drill sessions regularly and applies knowledge gained; understands hydraulics and apparatus operations and operates equipment effectively and efficiently;
7. Demonstrates logic, memory and reasoning skills by applying current knowledge of elementary physics, chemistry and mechanics to fire fighting, hazardous material, and other situations;
8. Establishes a working climate in which employees are encouraged to work to their fullest potential;
9. Ability to perform moderate and heavy physical work and ability to lift over 100 pounds and to lift and carry over 100 pounds; ability to move a person weighing over 200 pounds;
10. Ability to stand, walk, sit, ride, bend, crawl, ride, push, pull and perform a variety of similar body movements;
11. Possesses hand/eye/foot coordination adequate to drive and operate a vehicle and equipment, and work effectively at emergency scenes;
12. Ability to talk and hear in person, by telephone and two-way radio and before groups; ability to see and read instructions, training materials, and see events at emergency scenes;
13. Establishes and maintains effective working relationships with employees, superiors, and the public.