

## **RUNNING SPRINGS FIRE DEPARTMENT**

### **POSITION DESCRIPTION BATTALION CHIEF**

#### **DEFINITION**

Under general direction, performs complex fire service activities and difficult managerial and administrative work at a senior command level with responsibility for a broad range of administrative activities: performs related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

The positions in this class are characterized by the assignment of managerial and administrative responsibilities in overseeing the Department's personnel. Incumbents exercise considerable independent judgement, decision-making, and initiative in directing and coordinating the operational, fiscal, fire prevention, training, and paramedic functions of the Running Springs Fire Department.

#### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Directs, coordinates and supervises the activities of the on-duty personnel to include: budget preparation and control, public relations, personnel management, training, safety programs, physical fitness, emergency situations, fire prevention, paramedic activities. The position is also responsible for oversight of facility maintenance, vehicle maintenance, EMS operations, and inventory control. Analyzes problems and makes independent decisions affecting Departmental operations; implements and oversees operational changes.

Provides direct supervision over subordinate fire service personnel. Recommends and implements disciplinary actions, helps resolve difficult personnel issues, and completes work performance evaluations for subordinate employees.

Ability to develop and present complex reports orally and in writing; prepares and completes other documents, reports and correspondence as required.

Assists in the preparation of departmental budget; monitors and control the expenditure of funds, and orders supplies and equipment.

Coordinates departmental activities with other departments and agencies; may represent the Department at District Board meetings and other local community and County meetings; maintains effective public relations through contacts with the public.

Oversees various employee programs, such as Paid-call Firefighters and Reserve Firefighters.

Supervises and coordinates the tactical methodology used in resolving emergency and other situations. Provides oversight and coordination of scheduling, selection and deployment of Fire and Rescue personnel, and formulates plans and procedures. The incumbents have thorough knowledge of geographic, climatic and structural characteristics of the assigned departmental response area; may command fire scene.

Responsible for the application and compliance of all applicable laws, codes, policies, procedures, rules, regulations, and standards. May recommend changes to improve efficiency.

Oversees drafting of specifications for emergency equipment and apparatus.

Ability to write grants, and oversee ongoing grant requirements.

Manage the Hazard Abatement Program.

Assumes the on-call emergency response activities of the Department; may act as the Fire Chief in his/her absence.

**Position Description - Battalion Chief**

Provides vacation and temporary relief as required. This may be in a lower grade classification.

May drive emergency equipment if required. Assist in all operations necessary to ensure the confinement and extinguishment of fire or the elimination of other hazardous conditions.

**SUPPLEMENTARY FUNCTIONS MAY INCLUDE**

Climb extension ladders and work from high places.

Work in confined spaces.

Lift and drag heavy objects.

Perform Fire Prevention Inspections as required.

Work in hazardous areas.

Participate and/or provide instruction in safety training classes.

Participate and/or provide instruction in regularly scheduled drills and classes.

Performing duties in a lower grade classification.

**EDUCATION REQUIREMENTS**

California State Fire Officer certificate. 20 college credit hours in Fire Science.

**LICENSES**

Must possess a valid Class C or higher Drivers License with a State of California Firefighter Endorsement.

Maintains a valid Medical Examination Certificate.

Current EMT-P certification/license with San Bernardino County accreditation preferred or current EMT.

**COMMUNICATION SKILLS**

Must be able to read, write, and speak fluent English and understand spoken English.

**Position Description - Battalion Chief**

**WORKING CONDITIONS**

During the winter months exposure to extreme cold and high winds associated with mountain environment and natural conditions.

May be required to perform long hours of duty under adverse conditions to include extreme weather changes for periods more than 24 hours.

May be required to be on-call outside of normally scheduled work hours, and is available for dispatch to emergencies during those periods.

Working conditions may be extremely hazardous.

**PHYSICAL FACTORS**

The following terms are used to describe the percent of time spent performing the physical factors below Occasionally (1% - 33%); frequently (34% - 66 1/6); continuously (67% - 100%).

Standing:	frequently	Reaching:	frequently
Walking:	frequently	Stretching:	frequently
Lifting:	frequently	Pushing:	occasionally
Moving:	frequently	Pulling:	occasionally
Bending:	frequently	Climbing:	frequently
Stooping:	occasionally	Balancing:	occasionally
Twisting:	occasionally	Kneeling:	frequently
Crouching:	occasionally	Crawling:	occasionally

**EMERGENCY OPERATIONS**

The Battalion Chief will respond to all emergencies as required, and will perform any and all tasks pertaining to the positions of Incident Command System, ICS, in the preservation of life and property.

Battalion Chiefs shall regularly instruct personnel in the proper skills and knowledge needed for their present job, but also preparing them for the next job or position. Battalion Chiefs must understand and participate in the Running Springs Fire Department Training Program to maintain and improve their knowledge and skills to ensure they are capable of meeting the demands of the profession. The Battalion Chief will continuously seek opportunities to challenge their abilities, keep abreast of new technologies and explore means to apply them in their work.

**DRILLS**

Actively participates in scheduled and unscheduled training sessions as directed by the Fire Chief.

Uses all training time as effectively as possible to improve skills in all aspects of the position.

**INSTRUCTION**

Demonstrates an understanding of modern instructional techniques.

Demonstrates the ability to prepare and present a technical and manipulative lesson plan

Presents all lessons in accordance with the Four Step Method of Instruction.

**Position Description - Battalion Chief**

Plans and prepares for all lesson assignments to ensure all necessary training aids and facilities are ready and available so as to optimize the use of available time.

**SAFETY, HEALTH, AND PHYSICAL WELFARE:**

Battalion Chiefs shall accept responsibility for their personal safety and for the safety of those assigned to them and around them. They shall adhere to safe working practices in the discharge of their duties and demand nothing less from others. Battalion Chiefs shall continuously evaluate current and suggested practices and procedures for their adherence to acceptable safety standards. Assists Company Officers to instill safety consciousness in all members. Actively participates in safety meetings and seeks solution to possible problems or hazards.

**PHYSICAL WELFARE**

Persons seeking appointment to the position in this class must meet the safety health and physical condition standards deemed necessary and proper for performance of the duties established by the Running Springs Fire Department. Participates in a regular physical fitness program that stresses maintenance and improvement of cardiovascular, flexibility and strength conditioning.

**VEHICLE AND EQUIPMENT OPERATION**

Keeps in their possession and presents upon request proper documentation of all required licenses and certifications.

Is aware of and adheres to all laws, rules and regulations, including the Vehicle Code, Department and District rules, regulations, and policies pertaining to the operation of all assigned equipment.

Demonstrates the ability to drive and operate all assigned apparatus and equipment in a manner as to prevent any unnecessary stress or abuse of the equipment.

Adheres to all Defensive Driving Practices when operating any apparatus.

Does not exceed the safe limitations of the equipment or operate the equipment in any manner that would not be prudent to the conditions present.

Knows equipment inventory and equipment placement on all Department vehicles.

**STREETS**

The Battalion Chief is responsible to respond to any given address in the most safe and efficient manner to ensure service may be provided as expediently and efficiently as possible. To accomplish this the Battalion Chief must be extremely familiar with all streets in the District to include: most direct route from any given location, hazards that may be encountered and any peculiarities or limitations that may be present.

**FACILITIES AND GROUNDS**

Battalion Chiefs will assure the routine Facilities, Grounds Maintenance is performed on all assigned buildings, and the grounds are maintained in a safe condition for employees and the public, and kept in an aesthetically pleasing manner. Conducts periodic inspections of all work areas to make certain they are maintained in a safe condition and takes immediate action to correct any discrepancies noted.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.