



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

JOB TITLE	Battalion Chief
DIVISION	Operations Division
FLSA STATUS	Non-exempt
SAFETY SENSITIVE	Yes

DEFINITION

Under general direction, supervise the activities and operations of the assigned battalion. Assist in the development and implementation of comprehensive fire prevention, suppression, hazardous material, emergency medical services, inspection, training, public education, and support services. Coordinate and participate in fire operations, prevention, emergency medical and investigative activities.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level position for a battalion of the Fire District. Exercises supervision of firefighting staff and fire officers within the battalion.

REPORTS TO: Assistant Fire Chief or Fire Chief

ESSENTIAL FUNCTIONS

The functions listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all functions listed and may be assigned functions which are not listed below.

1. Coordinates the organization, staffing and operational activities of a battalion.
2. Assists in the development and implementation of comprehensive fire prevention, suppression, hazardous material, emergency medical services, inspection, training, and public education programs.
3. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas of responsibility.
4. Recommends and implements policies and procedures.
5. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Assigns work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.



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7. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
8. Responds to questions and inquiries from the general public regarding fire department functions; investigate and resolve problems.
9. Develops fire attack plans; respond to alarms; direct the proper deployment of resources at the scene of emergencies; and assume command of fire suppression activities, and other emergency incidents.
10. Acts as the Incident Commander (IC) by directing and supervising multi – company response to emergency fire, EMS, hazardous materials, rescue, and other situations and directs companies responding to the emergency.
11. Oversees and participates in the development and administration of annual budgets; forecast needed funding for staffing, equipment, materials, and supplies.
12. Conducts a variety of organizational studies, investigations, and operational studies; identify and pursue grant opportunities to supplement ongoing programs; and recommend modifications to existing programs, policies, and procedures.
13. Evaluates existing fire safety/weather conditions and federal, state, and local codes applicable to fire safety; recommend policies, procedures, and ordinance revisions, as necessary.
14. Enforces policy and procedure at the battalion level.
15. Confers on and coordinates station operations and personnel issues with company officers, other Battalion Chiefs and Assistant Chiefs.
16. Plans, organizes, directs, and implements fire training and safety programs; instructs classes in technical administrative and specialized areas relating to fire suppression and prevention.
17. Monitors changes in equipment and methods and recommends their incorporation into department activities; develops specific proposals for action on current and future District needs.
18. Assumes duties of Assistant Fire Chief and/or Fire Chief, as assigned.
19. In addition to normal work schedule, be available for response back to the District as the safety officer, command staff, or as the scheduled duty officer.
20. Maintains records and prepares periodic special and technical reports relating to the assigned area of responsibility.
21. When qualified, performs the duties of subordinate personnel, as needed.
22. Acts as Fire District liaison on various District, County, Regional and State committees; coordinates interagency activities and programs
23. Addresses civic clubs and other groups within the community regarding programs of the Fire District.
24. Attends regional, state, and local conferences, seminars, or conventions to continue the education process to enhance, maintain or improve the quality of service to the District; and serve as a member of various Fire District committees, as assigned.



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QUALIFICATIONS FOR EMPLOYMENT

Knowledge of

- Fire suppression, rescues, EMS, special operations, prevention practices, investigations, apparatus, and equipment.
- Firefighting laws, codes, ordinances, rules, and regulations as they pertain to fire operations.
- Principles and practices of modern firefighting and fire prevention.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Pertinent federal, state, and local laws, codes, ordinances, and regulations.
- Principles of supervision, training, and performance evaluation.
- Basic techniques for handling hazardous materials.
- Emergency medical assistance and CPR techniques.
- Principles and procedures of investigatory methods.
- Streets, geography, including the location of water mains and hydrants and the major fire hazards of the Fire District.
- All District vehicles and equipment capabilities.
- Nevada State Laws pertaining to EMS.
- Fire District Best Practices and Personnel Policies; and
- Personal protection equipment use, care, and maintenance.

Skill to

- Command and Control all risk emergencies.
- Operate and maintain various types of fire-fighting equipment.
- Communicate effectively both orally and in writing.
- Interpret, explain, apply, and enforce policies and procedures.
- Analyze complex fire situations, identify potential dangers, alternative courses of action, project consequences of proposed actions, and react quickly to ensure situational control and public safety.
- Train others in policies and procedures related to the work

Ability to

- Plan, organize, direct, and coordinate the work of staff.
- Maintain discipline and respect of subordinates and command effectively.
- Delegate authority and responsibility.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.



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- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Develop and administer departmental goals, objectives, and procedures.
- Prepare clear and concise administrative reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train, and evaluate assigned staff.
- Develop budget recommendations.
- Ensure that all expenditures within assigned division(s) are necessary and prudent.
- Analyze an emergency situation and decide on an appropriate course of action within the scope of assigned duties.
- Think and act quickly and appropriately in emergencies.
- Take control of and direct a variety of emergency services related to fire operation, emergency medical response, rescue, and hazardous materials incidents.
- Operate and employ modern office practices, procedures, methods, and computer equipment.
- Apply first aid in emergency situations.
- Work under stress.
- Maintain positive working relationships with other Fire District personnel, supervisors, and the public.
- Ensure that assigned personnel are fully trained and prepared for emergency response.
- Instruct and lead fire training sessions and courses; and
- Communicate effectively, both verbally and in writing.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

- Bachelor's Degree from an agency approved and accredited institution in Fire Administration, Fire Prevention Technology, Public Administration, or closely related field
- Ten (10) years full-time fire service experience
- Classification of Company Officer or equivalent work experience for a minimum of 3 years.



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Required Certifications and Licenses:

All required certifications and licenses must be maintained and current through the duration of employment.

- Possession of a valid Nevada driver's license with an "F" endorsement OR an equivalent California driver's license.
- Possess and maintain a valid Nevada Ambulance Attendant License at all times.
- Possess and maintain a Nevada EMT-A certificate.
- Completion of Nevada Fire Officer II or equivalent
- Hazmat IC
- Completion of ICS-100, 200, 300, 400, IS-700, and IS-800

Special Requirements:

- Must work a 56 hour workweek and be willing to work outside the normal work schedule to accomplish project objectives.
- This position is subject to the FLSA Section 207(k) partial overtime exemption applicable to fire protection employees.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands/ fingers to handle objects and operate tools or controls; and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and/or smell odors.

This position requires occasional lifting and/or moving of objects up to 50 pounds and occasional moving of objects up to 175 pounds. Strength, stamina, and agility to utilize fire suppression equipment while wearing heavy protective clothing for long periods of time. Specific vision abilities required include close vision, night vision, color vision sufficient to distinguish between red and green traffic signals, and the ability to adjust focus.

Dexterity and coordination to use keyboard and video display terminal for prolonged periods.

Physical fitness must be maintained to perform rescue activities.

Very high levels of mental and emotional stress will be caused by the requirement to fight fires in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations, and by the possibility of loss of life, injury, and property



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In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with a qualified Tahoe Douglas Fire Protection District representative.

WORKING CONDITIONS

Work is performed under the following conditions:

Work is primarily in an office, vehicle, and outdoor settings; in all weather conditions, including extreme temperatures; during day and night shifts.

Work in emergency medical situations, including vehicle accidents, water rescues, mountain rescues with extreme terrain; and other types of medical and rescue emergencies. Work in stressful, intense life-threatening conditions.

The noise level in the work environment varies from quiet office settings, to moderate during daily work routine, to loud emergency scenes.

Occasionally work near moving mechanical parts and in high, precarious places Occasionally exposed to extreme heat/fire; wet and/or humid conditions; smoke, fumes, or airborne particles; radiation; toxic, explosive or caustic chemicals; bodily fluids and infectious diseases; risk of electrical shock, and vibration; noise.

There is a risk of death or injury from sudden cave-ins of floors, toppling walls, falling trees and traffic accidents when responding to calls. May come in contact with poisonous, flammable, or explosive gases and chemicals, as well as radioactive or other hazardous materials that may have immediate or long-term effects on health.



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ACKNOWLEDGEMENT

I have reviewed this job description, along with any attachments, and find it to be an accurate description of the demands of the job.

PRINT NAME

SIGNATURE

DATE