



City of Casa Grande

### **Fire Battalion Chief**

**GENERAL PURPOSE:** Supervises line duty Captains in delivering emergency services, staff and project work, and other fire department operations. Functions as Incident Commander, Sector Officer or Incident Safety Officer during emergency incidents involving multiple companies. Assists with developing departmental policies and procedures and manages major projects and programs (EMS, Training, & Special Operations Teams). Ensure a continual and high level of emergency response readiness; coordinate or provide all minimum required training for suppression personnel according to NFPA mandates and ISO guidelines for structural firefighting skills, wildland firefighting skills, and Emergency Medical Services certification requirements; collaborate with other Battalion Chiefs to initiate regular single and multi-company drills; conduct and critique classes. Oversee programs as assigned.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities.*

- Respond as dispatched within the City of Casa Grande and on mutual aid assignments.
- Ensure City staffing levels and all assigned personnel, apparatus, and equipment are ready for duty.
- Ensure that all assigned personnel carry out their duties in a safe and timely manner.
- Instruct personnel in classroom and field locations.
- Responsible for the development of subordinate personnel.
- Evaluate and review performance records to assess training needs.
- Assist with development and implementation of department training policies and procedures to assure performance standards and quality assurance.
- Participate as part of management in review and recommendation for development of operational practices.
- Maintain competency in current operational procedures and keeps abreast of current trends in training techniques and methods.
- Prioritize and coordinates repair requests of operational apparatus, equipment, and facilities.
- Supervise assigned operational personnel in their duties.
- Coordinate, manage, and may assume command of all types of emergency scene operations using established Incident Command System procedures.
- Monitor and Observe department activities and personnel to ensure conduct and performance conform with department standards, policies, and procedures.
- Carry out duties in conformance with department policy.
- Prepare a variety of reports and records, including but not limited to attendance, personnel evaluations, supply requisitions, incident reports, training reports, etc.

## **JOB DESCRIPTION**

### **FireBattalionChief.doc**

- Operate radio and other communications equipment.
- Develop budget information, as assigned.
- Assist in developing plans for special assignments such as emergency preparedness, training programs, firefighting, hazardous materials, and EMS activities.
- Evaluate performance of assigned personnel.
- Coordinate activities and exchanges information with other supervisors and officers.
- Participate in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.
- Maintains required certifications in suppression and EMS.
- Meets department continuing education requirements.
- Maintain positive working relationship with the public and other department members.
- Perform other similar duties as assigned.
- Complete special projects as assigned.
- Provide program management in the areas of training, special operations and EMS as assigned.

**SUPERVISION EXERCISED:** Fire Captains and other personnel as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's degree in Fire Science, Public Administration, or related field and five (5) years full time supervisory/managerial level fire suppression and emergency management work; OR an equivalent combination of education and experience.

#### **Necessary Knowledge, Skills and Abilities:**

- Knowledge of fire suppression principles, methods, techniques, and practices.
- Knowledge of principles, methods, techniques, and practices of hazardous material control/clean-up.
- Knowledge of first aid, CPR, and other basic emergency medical care techniques and methods.
- Knowledge of the streets, addresses, and locations throughout the City and local area and area geography and water systems and the location of hydrants or other water sources.
- Knowledge of the use and purpose of a variety of specialized equipment/tools/apparatus used in fire suppression, rescue, emergency medical assistance, hazardous materials, and tactical rescues.
- Knowledge of supervisory methods and techniques.
- Skill in motivating, communicating with, and instructing/training others, using both technical and non-technical language to explain complex subjects and processes.
- Skill in operating fire apparatus and pumps, and in fire suppression techniques.
- Skill in applying basic emergency medical assistance, including CPR and first aid.
- Skill in the safe and proper operation of equipment and tools.

## **JOB DESCRIPTION**

### **FireBattalionChief.doc**

- Skill in remaining calm under adverse conditions, and making sound judgments concerning life and property under pressure.
- Skill in writing legal documentation of incidents and responding to questions before legal counsel.
- Skill in supervising, evaluating, training, and motivating employees.
- Skill in written communications for administrative and technical purposes.
- Skill in oral communication in one-on-one and group situations.
- Skill in utilizing public relations techniques in responding to inquiries and complaints.
- Skill in establishing and maintaining effective working relationships with State, Federal, and other local fire and emergency management officials, elected officials, subordinate staff, and City residents.

#### **Special Requirements:**

- Haz-Mat Operations.
- Leadership I, II & III or equivalent.
- Fire Officer I or equivalent.
- Arizona Fire Fighter I & II Certified.
- Certification of EMT as minimum.
- Valid Arizona Drivers License.

#### **Physical, Mental and Environmental Demands:**

Work is performed outdoors and indoors at emergency incident sites, and in fire station facilities.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*