

FIRE BATTALION CHIEF
(Class Code 2152)

OVERALL FUNCTION STATEMENT: Directs, administers, supervises, and evaluates activities and personnel within a battalion engaged in fire suppression, emergency medical service, fire prevention, and community and public relations. A Fire Battalion Chief (BC) may be assigned to fill one of several administrative staff positions in specialized functions such as Fire Prevention, Operations Control Dispatch, Supply and Maintenance, Employee Relations, Planning, Training, and Community Liaison; and may serve as Staff Assistant to Operations Commanders and perform specialized projects as directed by the Fire Chief.

TASK LIST-2018

I. MANAGING PERSONNEL AND DEPARTMENT RESOURCES

1. Reviews assignment sheet upon arrival at station in order to evaluate the experience level of assigned personnel (i.e., Fire Captains) in the battalion to determine if adequately trained personnel are on duty.
2. Verbally gives directions to Fire Captains to maintain present companies, close fire companies, or detail personnel by ensuring minimal staffing levels in order to provide adequate fire protection and emergency medical service for the geographical area.
3. Communicates personally with Relief (previous shift Battalion Chief) in order to review previous activities, maintain continuity, establish priorities, and plan future activities (emergency or administrative).
4. Approves the placement of pool personnel or overtime hiring (i.e., supplementing assigned personnel with others not on duty within the battalion or Department) using proper established procedures, such as “coded assign hire” and “designated acting positions” for details in order to assure adequate staffing of the battalion.
5. Reviews, prioritizes, and schedules the day’s activities in order to assure that all tasks are identified and addressed including long range concerns (e.g., fire prevention target goals, preparing for brush season), immediate concerns (e.g., high hazard days), and routine duties.
6. Reviews completed plans and staff studies in order to supervise Fire Department personnel and determine the best use of available personnel engaged in planning activities.
7. Inspects apparatus, equipment, personnel, and stations to assure that Department standards are maintained.
8. Observes emergency and non-emergency operations such as fires, emergency medical services, hazardous materials incidents, physical rescue, fire prevention, training, and probationary training in order to assess whether they are conducted properly and safely within established Fire Department guidelines and standard operating procedures.
9. Plans and schedules training programs for subordinates including battalions,

company officers, and others based on assessment of needs, observations, and long range Departmental training goals in order to assure proficiency, safety and consistency.

10. Directs subordinates to perform specific training duties based on assessment of their skills and abilities through mentoring, coaching or mediation in order to upgrade the performance of battalion personnel.
11. Conducts and supervises personnel engaged in specialized in-service training programs for Department members in order to maintain and improve proficiency levels.
12. Trains subordinates (by information dissemination, training, and by example) in their efforts to achieve human relation goals such as awareness of cultural diversity, sensitivity to individual needs and differences, equal employment opportunity (EEO), community relations and avoidance of sexual harassment in order to meet Federal, State, and local requirements, and Fire Department policies and regulations, and core values.
13. Observes, reviews and evaluates personnel performance and initiates corrective actions of subordinates such as personally counseling, including plans for improvement, preparing written notices to improve or reprimand, implementing loss of privileges, recommending disciplinary action, and relieving of duties in order to maintain proper performance standards.
14. Monitors the work environment by visiting fire stations, attending drills, inspecting facilities, interacting with subordinates, observing work relationships, creating a team atmosphere, and being receptive in order to ensure that all work locations are harassment-free and free from biases such as gender, racial, or sexual orientation and are conducive to learning.
15. Observes emergency and non-emergency operations, and reviews performance in order to evaluate the results of training as demonstrated by overall efficiency and effectiveness in accordance with risk management principles.
16. Acts as the Division Commander or Assistant Bureau Commander in his/her absence in order to provide continuity of command.
17. Demonstrates leadership by taking appropriate action in emergency and non emergency situations by accurately assessing the situation, assuming the appropriate position, obtaining the requisite resources, and taking decisive action in order to get the situation under control and protect life and property.
18. Supports Department policies, procedures, and programs both through communications with others and by personal example in order to provide leadership for battalions, sections, or other specialized areas of operation.

II. MANAGING EMERGENCY OPERATIONS

19. Mentally conceptualizes an incident upon receipt of an alarm and begins to develop a plan of action considering Department risk management principles, based on all available information such as type of incident, weather, knowledge of district,

resources available, and response patterns (i.e., most efficient placement of companies based on their location, route to the fire, and estimated time of arrival) in order to be ready to direct emergency operations. Develops a strategy based on incident priorities, risk management principles, assessment of incoming radio messages and additional information and resources available when assuming command of an emergency in order to develop incident objective and implement proper tactics.

20. Assesses operations in progress if not first on scene, in order to determine if present strategy and tactics are appropriate or need modification, and transitions command.
21. Requests and assigns additional resources such as fire companies, ambulances, specialized equipment, outside agencies, and utilities through Metropolitan Fire Communications (MFC) in order to ensure that effective and coordinated tactics are employed.
22. Directs and coordinates resources engaged in activities in assigned area of responsibility such as logistics, operations, plans, safety, and public information in the established Incident Command System (organizational structure established at the scene) in order to manage the incident.
23. Expands the Incident Command System (ICS) as Incident Commander and assigns personnel to areas of responsibility in order to provide a broader organizational structure to manage the resources most efficiently.
24. Assigns resources such as fire companies and outside agencies to secure the scene and preserve physical evidence in order to conduct an initial investigation to establish the area of origin and probable cause of the fire.
25. Directs Metropolitan Fire Communications (MFC) by telephone or radio and directs or requests special units such as arson, hazardous materials, and Urban Search and Rescue, to respond to an incident in order to ensure a complete investigation of the cause and circumstances of the emergency.
26. Organizes and directs overhaul operations in order to ensure that the fire is completely extinguished, including estimating loss, making proper notifications to owners, other jurisdictions/agencies, and organizations, arranging for preservation and security of property, properly demobilizing, and arranging for disaster assistance and recovery.
27. Travels to large-scale and major emergencies upon receiving a call as an incident management team member on call in order to provide staff assistance to the Incident Commander and serve within the Incident Command System
28. Directs assigned personnel to investigate the cause of fires and to take necessary actions as needed in order to investigate possible criminal involvement in emergency incidents.
29. Assigns Emergency Incident Technician or Company Commander to complete the Electronic Patient Care Report or National Field Incident Report form including all

pertinent statistical data required by the State Fire Marshal's Office in order to provide the Fire Department and other agencies (Federal and State) with accurate incident data.

III. ORAL AND WRITTEN COMMUNICATION

30. Interviews witnesses personally or delegates this task at the scene of an emergency in order to secure information regarding the probable cause (accident or incendiary) and perpetrator.
31. Communicates with subordinates and superior officers on multiple radio channels and in person in order to direct the tasks or request resources that are needed to abate the emergency.
32. Presents information orally to City Council, City Council Committees, management, and various City Department boards, as the Fire Department representative for the purpose of providing information on Department programs and activities.
33. Answers questions as the representative of the Fire Chief from the media, community, and special interest groups in order to provide information and convey a positive image of the Fire Department.
34. Speaks to community groups, Council Offices, Neighborhood Councils, local agencies, and organizations regarding Departmental goals and objectives as they interface with citizen and community concerns in order to gain community support and cooperation.
35. Testifies as a witness in court in order to provide facts regarding Fire Department actions.
36. Writes narrative incident reports and conducts meetings with subordinates for unusual or significant incidents in order to perform a Post Incident Analysis which includes problems encountered, actions taken, lessons learned, and a review of past fire prevention activities.
37. Writes journal entries that reflect activities such as incidents, meetings, special notices, and personnel matters in order to maintain an accurate, on-going daily record of battalion activities.
38. Writes or assigns subordinates to write budget and grant requests for equipment, personnel, and expenses in order to assure adequate resources are available for battalion or section operations.
39. Writes, or delegates to subordinates, and reviews the writing of a variety of Department documents such as special notices, information bulletins, lesson plans, Departmental bulletins, technical reports, correspondence and recommendations for the Fire Chief's signature.
40. Writes recommendations for termination of probationary Firefighters based on information supplied by subordinate officers in order to maintain Department performance standards.

IV. REVIEWING AND EVALUATING DEPARTMENTAL ACTIVITIES

41. Reviews requests and recommends in writing or verbally, Departmental participation in community events in order to provide a proper liaison between the community, other agencies, and the Department.
42. Assigns personnel to revise and update Fire Department library and reviews such work in order to ensure it is correct and complete.
43. Interviews concerned parties, determines cause, recommends action and writes report of findings in order to investigate a variety of matters such as traffic accidents, citizen complaints, disciplinary action, lost equipment, theft of City property, and claims for damages against the City.
44. Reviews budget requests and approves ordering of safety equipment and unusual requests by station commanders in order to ensure adequate resources are available.
45. Hears testimony as a member of the Board of Rights regarding guilt or innocence of personnel and recommends penalty when appropriate in order to assure a fair and equitable adjudication of disciplinary matters.

V. ATTENDING MEETINGS

46. Meets with other jurisdictions, outside agencies, the private sector, and citizen groups in order to provide information on Fire Department operations and concerns.
47. Attends Bureau, Commission and staff meetings in order to assist in the development of goals and objectives, and to modify Bureau policy and procedures to provide feedback on on-going operations and special projects assigned by the Bureau Commander.
48. Attends or chairs a variety of committee meetings in order to participate in special assigned projects including various operational specialties, administrative functions or personnel management topics.
49. Meets with Department personnel in order to discuss and formulate short and long-range goals and objectives and establish necessary controls and associated documentation for their achievement.
50. Makes contact with local political offices, civic groups, and the news media regarding current issues and events and the community needs and solutions.
51. Applies public relations techniques including diplomacy, as required, to resolve problems and explain sensitive situations without jeopardizing the Department's reputation and resolve issues regarding potential Department liability.
52. Directs and evaluates the daily operations of bond-funded or grant-funded projects (such as the construction of new Fire Stations and the installation of new technological systems) through personal contacts, telephonic and written communication, attending meetings, preparing reports and correspondence of varying lengths, making oral presentations before such groups as City officials, Council members, City departments, government and private entities, contractors,

community groups, and Department management, solving problems, delegating assignments, coordinating tasks, and monitoring progress sufficient to provide the successful and timely completion of the project.

VI. CONDUCTING AND MONITORING FIRE PREVENTION ACTIVITIES

53. Views or inspects fire and life hazards within the district to become familiar with the overall potential need for fire protection in order to perform pre-fire planning and anticipate resources necessary in an emergency.
54. Assigns fire prevention areas, reviews and forwards statistical reports, writes battalion summaries, evaluates personnel, identifies problems and provides direction for alternative action, if necessary, in order to supervise the fire prevention performance of all subordinate personnel within the battalion.
55. Reviews reports and records for accuracy and completeness in order to ensure that inspection quality and frequency meet Department standards as specified in the Fire Code and in keeping with Department policies.
56. Reviews and approves the preparation of a statistical summary of the number of inspections, hazards corrected, and notices written in order to reflect section and battalion activities for specific reporting periods, for administrative review and or presentation to Fire-Stat Board.