

FIRE BATTALION CHIEF

NATURE OF WORK IN THIS CLASS

This is highly responsible battalion work which involves directing fire suppression, prevention, rescue, and ambulance operations and activities of a fire battalion.

ILLUSTRATIVE EXAMPLES OF WORK *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Supervises the activities of the fire battalion in fire suppression, prevention, rescue, and ambulance operations; prescribes work methods and procedures to be followed by Fire fighters; evaluates work conditions and takes proactive measures to improve fire suppression, prevention, rescue and ambulance activities by recommending changes to the Assistant Fire Chief.

Responds to fire alarms and takes command of fire suppression, rescue, and ambulance operations.

Directs the maintenance operations of fire suppression, rescue, and ambulance equipment and apparatus.

Periodically inspects the area served by the battalion to gain familiarity with the location of the fire hydrants, the physical layout of buildings, and to locate actual or potential fire hazards; submits recommendations for improvement of fire prevention efforts.

Administers established policies for the training and safety to subordinates.

Assists in the annual budget preparation and other related matters.

Prepares fire reports regarding alarms, equipment and other matters pertaining to the battalion.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of contemporary principles, practices, and methods of fire administration, organization and operation.

Knowledge of departmental operating procedures, rules and regulations.

Knowledge of the technical aspects of fire suppression, prevention, rescue and ambulance operations.

Knowledge of first aid principles, practices and techniques.

Ability to effectively supervise subordinates.

Ability to administer the programs and activities of the fire battalion.

Ability to work effectively with the public and employees.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Ability to react quickly and calmly in emergencies.

Ability to maintain complex records and prepare reports.

Ability to communicate effectively.

Skill in the use, operation and care of fire suppression equipment and apparatus.

MINIMUM EXPERIENCE AND TRAINING

A. Two (2) years experience as a Fire Captain and possession of an Associate's degree or equivalent credit hours in Fire Science, Public Administration, or closely related field from an accredited institution; or

B. Three (3) years and six (6) months of experience as a Fire Captain.

NECESSARY SPECIAL QUALIFICATIONS

Possession of a valid driver's license at the time of certification.

ESTABLISHED: JULY 1980

AMENDED: MAY 2001

PAY GRADE: O

HAY EVALUATION:	KNOW HOW:	E13	364
	PROBLEM SOLVING:	E3 (38%)	100
	ACCOUNTABILITY:	E1P	<u>132</u>
			496

This standard revises and supercedes the standard established JULY 1980 and amended November 1982, December 1989 and January 1996.



LUIS R. BAZA
Executive Director
Civil Service Commission