

## **TOWN OF CORTE MADERA**

### **FIRE BATTALION CHIEF**

#### **DEFINITION**

Under general direction of the Director of Emergency Services, to organize, coordinate and direct the activities and operations of the Town's Fire stations; to serve as incident commander in complex fire and other emergency situations taking charge of and directing fire services personnel and equipment while engaged in fighting fires and other emergency operations; and to assist in planning and coordinating department operations and activities.

#### **DISTINGUISHING CHARACTERISTICS**

This class functions at a management or program management level within the firefighting job series, and requires the application of professional/administrative knowledge associated with fire suppression and departmental operations. Employees fulfill assigned responsibilities within a framework of general guidelines. Employees in this classification assign, direct, supervise, and formally evaluate the work of subordinate supervisors (Fire Captain/Paramedic) or other staff. This job class exercises responsibility for the effective administration of assigned department programs or functions. Positions in this job class may be assigned to a specialized program area such as training or fire prevention or may be assigned responsibility for the effective administration of day-to-day department operations and activities.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over subordinate supervisors or other staff (Fire Captain/Paramedic).

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Plan, organize and co-ordinate, directly or through subordinate supervisors or staff, assigned department operations and/or programs such as fire suppression, rescue, maintenance, prevention, inspection, investigation, training, and community education activities.

Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for assigned department/program activities and operations; evaluate and modify existing procedures to increase efficiency and effectiveness and to meet established departmental goals and objectives.

Respond to complex fire and other emergency incidents; establish a command post and direct, coordinate, and supervise firefighting/rescue operations and equipment at emergency scenes; provide detailed instruction and direction to subordinates in extinguishing fires and performing related life saving and property protection work; maintain communication with emergency operations and resources; perform emergency rescue operations; operate resuscitator and administer first aid and CPR.

Utilize and coordinate mutual aid and other resources.

Plan, organize, develop and implement through subordinate supervisors or staff effective fire and emergency response operations as appropriate to assignment; establish, supervise, monitor and evaluate effective firefighting/rescue methods, techniques, and staffing; supervise and monitor the proper maintenance, operation and availability of firefighting/rescue equipment.

Plan, organize, develop and implement departmental fire prevention programs as appropriate to assignment to include inspections and fire investigations; direct and participate in inspection and investigation activities; enforce fire and safety codes, ordinances, and regulations; direct and participate in the issuance of warnings and citations for code violations.

Plan, organize, develop and implement departmental training and safety programs as appropriate to assignment; evaluate and determine training/safety needs of department personnel; ensure that identified needs are met by supervising and conducting training activities.

Assist in the development and administration of the Fire Department budget; provide input into the forecast of additional funds needed for staffing, equipment, materials, and supplies.

Direct and participate in the selection, training, and development of staff as appropriate to assignment; provide or coordinate staff training and career counseling, conduct performance appraisals; may recommend disciplinary actions, wage and salary actions, promotions, and related employment actions; update shift personnel schedule and hours; work with employees to correct deficiencies.

Supervise and perform the preparation and maintenance of a variety of records and logs related to station/shift operations and activities; prepare detailed reports.

Participate in public education programs regarding, but not limited to, presentations to schools, service clubs, or other public gatherings, on disaster preparedness, including, but not limited to CERT, emergency medical services, and fire and burn prevention as required; assist in conducting school fire drills; promotes fire and burn prevention on an ongoing basis.

Manage and coordinate the maintenance and upkeep of fire apparatus, trucks, and equipment; ensure equipment is maintained in safe and in proper operating condition.

Act as an information source to residents, businesses, department and Town staff, developers and contractors, speak to groups on fire safety, disaster preparedness and other department functions; answer and resolve complaints.

Monitor and approve expenditures and daily purchasing of materials and supplies; record and document inventory.

Participate in a variety of meetings; stay abreast of new trends and innovations in the field of fire services.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL OUALIFICATIONS**

#### **Knowledge of:**

Operational characteristics, services, and activities of a comprehensive fire prevention and suppression program.

Administrative principles and methods including goal setting, program and budget development and implementation, organization and management of work and personnel administration.

Principles of supervision, training, performance evaluation, work planning, and scheduling.

Proper training assessment, methods, and techniques as appropriate to assignment.

Fire inspection and investigation methods and techniques.

Legal processes involved in evidence collection, case preparation, and prosecution of violators of fire laws and ordinances.

Building and fire codes, zoning ordinances and statutes and current EMS laws and ordinances.

Principles and procedures pertaining to firefighting tactics and strategy including fire behavior and arson investigation.

Recent developments, research methods, and sources of information related to Emergency Services matters.

Operation, maintenance and uses of firefighting apparatus and equipment.

Principles of combustion as related to various types of building and construction materials.

Advanced first aid, CPR, and other medical assistance techniques.

**Skill to:**

Operate modern office equipment including computer equipment.

**Ability to:**

Plan, organize, direct, and coordinate the work of subordinate personnel; delegate authority and responsibility.

Plan, organize, coordinate, and evaluate assigned program/department operations and activities.

Review, analyze and evaluate program/department operations, develop sound alternatives, and adopt effective courses of action.

Develop and implement goals, objectives, policies, procedures, work standards and internal controls related to assigned program/department operations and activities.

Select, supervise, train, and evaluate staff.

Enforce departmental rules and regulations and established laws, codes, and ordinances pertaining to fire suppression/prevention operations.

Maintain and enforce confidentiality related to the privacy of, and access to, patient health information in accordance with the Federal Health Insurance Portability and Accountability Act (HIPAA).

Take charge at fire/emergency scenes and effectively direct operations.

Identify and respond to community issues, concerns, and needs.

Conduct thorough investigations and prepare clear and concise reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**EXPERIENCE AND TRAINING GUIDELINES:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Five years of progressively responsible Fire Services experience including at least two years of supervisory experience.

**Training:**

Equivalent to an Associate's degree including course work in fire science or a related field. Bachelor's Degree (Highly Desirable)

**License or Certificate:**

Requires certification as a Fire Officer.

EMT Certification required.

Possession of or ability to receive EMT-D Certification within one year of hire.

Certified Chief Officer (Highly Desirable)

Requires possession and maintenance of a Class B California Driver's License.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to think and act quickly in emergencies; effectively deal with personal danger; maintain physical condition appropriate to the performance of assigned duties and responsibilities including running, walking, crouching or crawling during emergency operations, moving equipment and injured/deceased persons, climbing stairs/ladders, performing life-saving and rescue procedures, operating equipment and vehicles; maintain effective audio-visual discrimination and perception needed for making observations and communicating with others.

**Effective Date:** October, 1997

**Revised:** April, 2000 and March, 2003

**Council Approval:** Res. No. 3293, April 15, 2003