

## FIRE RESCUE BATTALION CHIEF

GRADE PS17

*FLSA Status: Non-Exempt*

### **GENERAL DEFINITION OF WORK:**

Performs difficult protective service work providing fire suppression, emergency medical care and response to hazardous materials incidents; does related work as required. Much of the work is performed under emergency conditions and frequently involves considerable personal hazard. Work is performed under general supervision. Supervision is exercised over subordinate personnel. Work involves multi-company supervisory and administrative duties, routine exercises of independent judgment, wide-ranging impact of decisions, and the requirements for advance technical, managerial and leadership skills. Position is considered essential personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Responding to emergency fire, medical related situations and hazardous materials incidents; providing emergency scene management using the ICS system providing entry, suppression and rescue services; maintaining equipment and facilities; continuing training and instruction.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs and evaluates assigned staff; processes employee concerns/problems; counsels, disciplines and completes employee performance appraisals; prepares weekly schedules.
- Responds to calls to provide emergency medical care; Operates emergency vehicles in response to customer service demands
- Provides advanced life support care to critical patients in accordance with regional and local medical protocols and/or on-line medical control upon approval and direction of medical director and/or hospital-based physician/medical control physician.
- Directs and supervises the operation of emergency service delivery including fire suppression, BLS and ALS operations, with the content of the ICS system
- Inspects and tests fire apparatus and ambulances and their emergency equipment; maintains proper inventory of equipment and supplies for County EMS and fire units; cleans and sanitizes equipment; ensures that equipment is in proper and good working order; assists volunteer companies in the inspection and maintenance of equipment, apparatus, and tools.
- Completes and maintains accurate records, forms, and reports for various administrative, operational, and training activities.
- May be assigned oversight of various support functions and duties including purchasing, volunteer liaison, licensure and certification administration, training instructor, etc.
- Assigned to special projects or programs for which they have responsibility. Programs include emergency medical services, technical rescue, hazardous materials response, preparation of program guidelines, supervising subordinate personnel with the program, preparing operating guidelines and protocols, maintaining relations with the appropriate state and federal agencies, attending meetings and making presentations of a department-wide nature
- Performs pre-planning; makes on-site inspections of businesses and residences; performs data entry; formulates pre-incident plan.
- Performs related tasks as required.
- Plans and schedules work assignments of Fire Department personnel
- Responsible for directing and motivating team members to carry out the mission, vision and values of the department
- Responsible for the primary communications conduit between senior staff and the company officers, field personnel and volunteers
- Assists in preparation, review and justification of annual budget
- Responsible for recommending, hiring, dismissal and disciplinary actions for battalion personnel

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Oral Communication Ability - Ability to communicate orally in an effective manner; ability to justify points of view; demonstrate diplomacy and tact; ability to speak to the public; Written Communication Ability - Ability to create complete and accurate reports, memos, policies, procedures, etc. using proper grammar and format; ability to explain complex issues in a written format and develop written proposals, evaluations, and studies.

Ability to Manage - Knowledge of management techniques; knowledge of administrative techniques; ability to correctly delegate responsibilities and duties; ability to recognize and solve problems affecting efficient operation of a work unit; ability to recognize and convey information which should be passed on to subordinates; ability to lead, manage and perform, utilizing the department values.

Knowledge of How to Supervise and Ability to Supervise Others – Knowledge of supervisory techniques; ability to discipline fairly and effectively; ability to coach and counsel; ability to handle personality conflicts among team members; ability to provide effective leadership; ability to delegate, give feedback, and follow up actions.

Analytical Ability – Ability to analyze, research, and evaluate; ability to determine strategies; ability to develop alternative courses of action; ability to justify and prioritize budget items; ability to use data as a decision making and management tool.

Ability to Organize and Plan – Ability to organize and plan programs and deployment; ability to determine staffing needs; ability to set priorities; ability to effectively and efficiently manage time; ability to work on several projects concurrently; knowledge and understanding of the budget process.

Ability to Maintain Behavior Under Stress – Ability to take and remain in command of an emergency situation under stress; ability to demonstrate emotional detachment in disturbing or troublesome situations; ability to take criticism and remain focused on issue; take initiative; act decisively, assertively, and to persevere.

Ability to Evaluate Subordinates' Work Objectively – Ability to be impartial and objective when evaluating subordinates' work; ability to observe subordinates' performance without interfering; ability to demonstrate patience and tolerance; ability to coach and motivate others for professional improvement.

Ability to Adapt – Ability to adjust to unexpected events or changes in priority in an efficient and effective manner.

Interpersonal Interaction – Ability to work well with personnel from the department and volunteer companies, other government agencies, and

other jurisdictions; ability to deal effectively with the public and to maintain customer service orientation; sensitivity to and concern for citizens and subordinates.

Ability to Lead, Supervise, and Coordinate Personnel and Equipment During Fire and Rescue Incidents – Knowledge of incident command system, foreground and rescue operations; ability to determine the nature of the incident and size up the situation; ability to make fast, effective decisions under pressure; ability to determine equipment and personnel needed to handle incident; ability to recognize and evaluate hazards; ability to maintain awareness of capabilities of equipment, apparatus, and staffing on scene; ability to coordinate emergency activities with other units; ability to improvise with available equipment; ability to recognize safety hazards on the emergency scene; knowledge of services provided by other divisions, departments, or agencies such as Police, Animal Control, gas and electric companies, sprinkler maintenance companies, Public Works, Social Services, etc.

Knowledge of Pre-fire Planning – Knowledge of building construction; ability to read a street map and pre-plans; general knowledge of potential hazards in electrical and heating systems; ability to locate and operate fire protection systems and specialized fire protection systems (i.e. halon).

Knowledge of Written Procedures, Codes, Laws, Etc. and the Ability to Apply/Reference Them – Thorough knowledge of departmental SOPs that apply to EEO and applicable personnel rules; ability to implement EEO policies and rules; considerable knowledge of areas of specialization: fire suppression, EMS, training, fire prevention, safety, hazardous materials, and apparatus and equipment; extensive knowledge of the County fire prevention code, the County building code, the electrical code, and modern fire prevention standards and methods; ability to interpret fire prevention regulations and apply proper enforcement; knowledge of all federal, state, and local laws that pertain to the delivery of fire, rescue, and emergency medical services.

Decision Making Ability – Ability to make effective decisions during emergency situations, under-pressure situations, and non-emergency work activities; the willingness to make difficult decisions and take necessary actions to reconsider one's own decisions and make appropriate changes, to supersede the inappropriate decisions of subordinates, to be flexible when warranted, yet firm when necessary, to defend, support, or be critical of subordinates' actions, as appropriate.

Ability to Keep Up With and Adapt to Changes in Work Procedures – Ability to work and modify work as necessary in a dynamic environment during emergency and non-emergency situations, in the station, and in other parts of the Department.

Leadership Ability – Ability to maintain good morale and motivate employees and teams; ability to understand Department goals, set station and unit(s) goals, and the vision to obtain them; ability to set a positive tone for employees/teams to achieve goals and objectives; the psychological and emotional maturity, self-confidence, and willingness to assume responsibility for subordinates'/teams' efforts and actions, and the consequences of those actions.

Reasoning and Judgment – Ability to apply judgment and deductive reasoning to information and facts in various situations; ability to recognize a relevance or lack of relevance of each item of information and to reach logical conclusions from the reasoning process; ability to define problems and devise solutions.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from High School supplemented by course work in Fire Science, Emergency Medical Services or related field and considerable fire suppression, incident command, and emergency medical experience. Any combination of education and experience equivalent to graduation from an accredited college with an Associate's Degree, in Fire Science Administration, Fire Protection, EMS Management or applicable field preferred. Must have two years career experience with the Department as a Captain or Lieutenant or any combination of experience totaling six years as a career Firefighter/EMT, with at least two years as a career Captain or higher and successfully complete the promotional assessment process. Career experience is defined as being employed by a public fire and rescue organization on a full-time basis.

### **PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, night vision, peripheral vision, preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a self contained breathing apparatus. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of Firefighter II, HazMat Operations, EMT, Officer II, EVOC I/II/III, Driver/Pump Operator, VDFP HTR module 1, Firefighter Mayday Down and IS 100, 200, 300, 400, 700 and 800 certifications. Additionally, one advanced HTR course, Command Officer certification or Command Training (i.e. NFA ICS), and Incident Safety Officer. Must meet and maintain minimum qualifications and certifications for position as established by the department.