



City of Watsonville

Job Description

JOB TITLE:	Battalion Fire Chief	DATE APPROVED:	August 28, 2018
DEPARTMENT:	Fire	SUPERSEDES:	May 2008
REPORTS TO:	Division Fire Chief or Fire Chief		
SUPERVISION:	Fire Captain		
EMPLOYEE UNIT:	Management		

JOB SUMMARY: Under administrative direction, may serve as a Duty or Staff Chief. The Battalion Fire Chief will be assigned duties and responsibilities that involve interaction with fire personnel, City personnel, and the community; respond to and assume command at emergencies or as part of the incident command team; and assume various emergency and non-emergency duties, and committee work as assigned.

DISTINGUISHING CHARACTERISTICS: This job class functions at a management level of classification and serves as a member of the Fire Department Management Team. The Battalion Fire Chief will be assigned either a 5 day/8 hour shift, a 4 day/10 hour shift, or to a 24 hour platoon duty as decided by the Fire Chief.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Serves as incident commander at emergencies
- Serves as acting Division Chief
- Serves as part of the incident command team
- Serves as Duty Chief, or Staff Chief as assigned
- Plans, organizes, and coordinates projects and programs as assigned
- Understands the principles of the incident command system
- Understands, interprets, and enforces federal, state, and local laws and regulations as they relate to fire and life safety, training standards, fire prevention codes and fire investigation.
- Performs fire and life safety inspections under the direction of the Division Chief, Fire Marshal and/or Fire Chief
- Serves on various workgroups, advisory groups or committees as assigned
- Attends meetings day or night as the Fire Department representative
- Implements orders, regulations, ordinances, and laws relative to the mission of the Fire Department
- Analyzes data, researches new methods, and communicates verbally and in writing findings

that relate to a project, program, or work assignment

- Effectively interacts with the public, fire personnel, and City employees to solve problems, identify solutions, and implement programs and projects
- Implements Fire Department training and work safety programs
- Revises and prepares Fire Department rules, regulations, projects, programs, principles and procedures
- Reviews, understands, and assists in the preparation of the Fire Department's annual budget
- Ensures the proper operation and maintenance of all Fire Department apparatus and equipment
- Reviews and prepares activity reports, training bulletins, fire suppression and prevention reports, staff reports and other written reports as directed
- Serves in the Department's management role in the City's Emergency Operations Center
- Provides training, guidance, and leadership to all members of the Fire Department
- Provides assistance in the Fire Department's operation and administration
- Performs other related duties as assigned by the Division Chief and/or Fire Chief
- Supervises the work of the Fire Captain assigned to shifts
- Perform Fire Prevention duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- modern principles, practices, and techniques of department administration and operation
- methods and principles of fire suppression, investigation, and prevention
- proper use and operation of firefighting apparatus and equipment
- analytical techniques and effective methods of solving problems
- principles of supervision and training
- knowledge and development of accounting and budgeting principles
- incident command system, hazardous materials recognition, EMS/Paramedic procedures, confined space rescue, urban search and rescue techniques, - multi-casualty incidents and wildland fires
- cultural awareness, gender, and personnel issues

Ability to:

- provide supervision and training to personnel
- effectively and tactfully communicate in both oral and written forms
- prepare written staff reports and training bulletins
- prepare oral reports; make effective presentations to department personnel, City Council, and community organizations
- prepare budget estimates and control expenditures
- represent the Fire Department with high standards of ethics, professionalism, and dedication

- focus on multiple tasks simultaneously
- respond to negative feedback appropriately
- drive Fire Department vehicles and maintain safe driving record
- establish and maintain effective work relationships with those contacted in the performance of required duties
- assume role of acting Division Chief
- think clearly and act decisively under stressful conditions
- sit at a desk and in meetings and training for long periods of time
- stoop and bend; twist; reach above and below shoulder level
- push and pull; balance on ladders
- climb ground and aerial ladders
- work long hours, at all hours, under physical and mental pressures in hazardous conditions, in inclement weather and during emergency response and disaster situations
- stand for long periods of time
- wear self-contained breathing apparatus
- hear alarms and sirens
- distinguish red, yellow, and blue flashing lights
- wear firefighting gear weighing 50-60 lbs.
- smell to detect odors such as alcohol, smoke, gases, etc.
- hear effectively and communicate in both emergency and non-emergency situations
- work in various environments subject to heat, cold, inclement weather, etc.
- walk to perform assigned duties; walk on uneven surfaces; crawl and run
- lift equipment weighing 50 lbs.
- maintain good physical condition
- effectively use radios to communicate
- read, speak and write English; Spanish speaker is highly desirable

PHYSICAL REQUIREMENTS: Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must meet minimum medical requirement defined in NFPA Standard 1582
- Must demonstrate physical strength, endurance and agility as defined by NFPA Standard 1582 and as applied to the position
- Must maintain physical fitness according to Departmental Standards
- Must sign non-tobacco use agreement

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

Education

Associate Degree from a properly accredited institution is required before being permanently assigned to the position. A BS/BA degree from a properly accredited institution in Fire Protection Technology or other related field is highly desirable.

Must complete the following coursework prior to permanent appointment:

- ICS-400: Advanced Incident Command System
- NIMS I-800
- CSTI Hazardous Material On Scene Incident Commander
- CSFM Fire Chief Officer/Chief Officer Certification
- Strike Team Leader S-330 or equivalent
- All Risk Safety Officer S-404 or equivalent

Experience:

Broad and extensive experience in firefighting, fire prevention and administrative duties is required. Must have at least seven years of full-time firefighting experience and three of those years at the Fire Captain level or higher.

License, Certification, and Qualifications

- A valid Class C California with Fire Fighter endorsement Driver's license and a safe driving record and/or equivalent per the Department of Motor Vehicles to operate Fire Apparatus.
- Public Safety First Aid and CPR certification, a valid EMT certification is desirable.
- Must meet all employment standards for Fire Captain
- Must complete all required items in Watsonville Fire Department Battalion Chief Task book prior to permanent appointment. Entire task book must be completed prior to achieving permanent status.
- Meet current California State Fire Marshal Office (CSFM) certification of Fire Chief Officer and/or Chief Officer.
- Must complete any additional required CSFM Courses or accredited college courses during probationary time period on own time through the City's Tuition Reimbursement program, if available.