Job Title: Battalion Chief

Department: Fire

Immediate Supervisor: Deputy Fire Chief

Origination Date:	**07/01/2001**
Revision Date:	**05/13/2013**
Job Grade	**765**
FLSA Status	**Exempt**

BRIEF DESCRIPTION OF THE JOB:

Performs a variety of administrative and managerial duties for the Fire Department. May supervise line duty Captains in delivering emergency services, staff and project work, and other fire department operations. Functions as Incident Commander, Sector Officer or Incident Safety Officer during emergency incidents involving multiple companies. A Battalion Chief may also be assigned a day shift to administer functions of a specific division or functional area of the Fire Department, such as Emergency Medical Services, Training, or Support Services. Assists with developing departmental policies and procedures and manages major projects and programs.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS (Operations)
1	H	Supervises personnel by providing instructions during emergency situations and providing training.
2	L	Manages operations by managing training programs, EMS and other operational areas of emergency services.
3	H	Provides emergency service response by responding to multi-company emergency incidents as the Incident Commander, Sector Officer, or part of a Command Staff Team and commanding, supervising and participating in tasks, tactics and strategies while working within a developed action plan.

	Physical Strength Code	ESSENTIAL FUNCTIONS (Emergency Medical Services)
1	H	Performs a wide variety of administrative and managerial duties for the fire department; EMS Battalion Chief is responsible for analyzing, planning, designing, implementing and administering EMS programs as well as other department wide and community oriented programs. This includes, but not limited to, Advanced Life Support functions, Basic Life Support functions, Continuous Quality Improvement, problem resolution and certification and recertification of providers. Evaluates the effectiveness of training and continuous quality assurance programs, through direct and indirect observation; Supervises the ordering of relevant equipment; Supervises the management of Public Access Defibrillator Program and its effectiveness. Develops and implements policies, regulations and procedures that are relative to area of responsibility. May functions as an incident commander, sector officer or safety officer during emergency incidents; provides technical expertise to the Deputy Chief of emergency operations.
	Physical Strength Code	**ESSENTIAL FUNCTIONS (Training)**
1	H	Provides comprehensive training and professional development programs for all public safety personnel in order to maintain a highly competent and professional work force needed to carry out the missions of the Goodyear Fire Department. Provides problem resolution, certification and recertification of sworn workforce. Evaluates the effectiveness of training and continually strives towards quality improvement of training programs, through direct and indirect observation; Supervises the ordering of relevant training equipment.
	Physical Strength Code	**ESSENTIAL FUNCTIONS (Support Services)**
1	H	Supervises personnel by providing oversight and guidance in delivering quality goods and services to the members of the Goodyear Fire Department in a controlled, expedient manner. Provides problem resolution and evaluates the effectiveness of programs assigned to this division and continually strives towards quality improvement of assigned programs through direct and indirect observation; Supervises the ordering of relevant equipment.
2	H	Works toward improving the effectiveness of the department's logistical resources through research and planning in the areas of protective equipment, new fire apparatus, janitorial supplies, fleet and facility maintenance, and new facility contruction.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Requires an Associate's Degree in Fire Science, Paramedicine, or Emergency Medical Technology. An Associate's degree in an unrelated field is acceptable. However all candidates, regardless of degree, must have successfully completed: Tactics and Strategy (FSC204), Supervisory Training for Firefighters (FSC202), Firefighter Safety and Building Construction (FSC208)".
Experience	Minimum of six years experience including three years experience as a Fire Captain with the Goodyear Fire Department or other comparably sized fire department.
Certifications and Other Requirements	• Valid Arizona Class D Driver's License • State of Arizona or DoD Certified Firefighter I and II • State of Arizona Certified Emergency Medical Technician or Paramedic • State of Arizona or DoD Hazardous Materials First Responder operations level • Successful completion of Battalion Chief Academy • Completion of 40 hour ISO class within 18 months of promotion • Fire Officer I • Fire Service Instructor I
Reading	Work requires the ability to read general correspondence, handbooks, training manuals, codes, and reports.
Math	Work requires the ability to perform basic algebra and general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general correspondence, reports, letters, performance appraisals.
Managerial	Complex - Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Policy/Decision Making	Signification - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts are typically reviewed prior to being finalized.
Budget Responsibility	Moderate - Oversees budget preparation of a program budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for city-wide budget expenditures.
Technical Skills	Comprehensive Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

JOB REQUIREMENTS	
Interpersonal / Human Relations Skills	Moderate - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

City of Goodyear, Arizona

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	☐ N ☐ R ☐ O ☒ F ☐ C	☐ Making presentations ☒ Observing work site ☒ Observing work duties ☒ Communicating with co-workers
Fine Dexterity	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Computer keyboard ☒ Telephone keypad ☒ Calculator ☒ Calibrating equipment
Walking	☐ N ☐ R ☐ O ☒ F ☐ C	☒ To other departments/offices ☒ Around work site
Lifting	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Supplies ☒ Equipment ☐ Files
Carrying	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Supplies ☒ Equipment ☐ Files
Sitting	☐ N ☐ R ☐ O ☒ F ☐ C	☐ Desk work ☐ Meetings ☒ Driving
Reaching	☐ N ☐ R ☐ O ☒ F ☐ C	☒ For supplies ☒ For files ☒ For equipment
Handling	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Paperwork ☐ Monies
Kneeling	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Filing in lower drawers ☒ Retrieving items from lower shelves/ground ☒ Patient care/fire suppression
Crawling	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Under equipment ☐ Inside attics/pipes/ditches ☒ Patient care/fire suppression

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Pushing/ Pulling	☐ N ☐ R ☐ O ☒F ☐ C	☐ File drawers ☒ Equipment ☐ Tables and chairs ☒ Hoses
Climbing	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Stairs ☒ Ladders ☐ Step stools ☒ Onto equipment
Vision	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Reading ☒ Computer screen ☒ Driving ☒ Observing work site
Foot Controls	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Driving ☒ Operating heavy equipment ☐ Operating Dictaphone
Balancing	☐ N ☐ R ☐ O ☒ F ☐ C	☒ On ladders ☒ On equipment ☒ On step stools
Bending	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Filing in lower drawers ☒ Retrieving items from lower shelves/ground ☒ Making repairs
Crouching	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Filing in lower drawers ☒ Retrieving items from lower shelves/ground ☒ Patient care
Hearing	☐ N ☐ R ☐ O ☒ F ☐ C	☒ Communicating via telephone/radio, to co-workers/public ☐ Listening to equipment
Twisting	☐ N ☐ R ☐ O ☒ F ☐ C	☐ From computer to telephone ☒ Getting inside vehicle
Talking	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Communicating via telephone/radio, to co-workers/public
Other		(Explain)

Physical Demands (continued)

Machines, Tools, Equipment and Work Aids:

Vehicle, projectors, camera, cell phone, and general fire equipment

Computer Equipment and Software:

Desktop and laptop computer, Microsoft Office, Outlook, Naviline, Zoll RMS, Telestaff, MTC, TIC, radio

Environmental Factors:

Environmental Conditions	Never	Seasonally	Several Times Per Month	Several Times Per Week	Daily
Extreme temperature (heat, cold, extreme temp. changes from outside work)	☐	☒	☐	☐	☐
Wetness and/or humidity (bodily discomfort from moisture)	☐	☒	☐	☐	☐
Respiratory hazards (fumes, gases, chemicals, dust and dirt)	☐	☐	☒	☐	☐
Noise and vibration (sufficient to cause hearing loss)	☐	☐	☐	☐	☒
Physical hazards (high voltage, dangerous machinery, aggressive prisoners, patients – not customers)	☐	☐	☐	☐	☒

Health and Safety Conditions:

Health and Safety Conditions	N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
	Never occurs	Less than 1 hour per week	1/3 or more of the time	From 1/3 to 2/3 of the time	2/3 or more of the time
Mechanical hazards	☐	☐	☒	☐	☐
Chemical hazards	☐	☐	☒	☐	☐
Electrical hazards	☐	☒	☐	☐	☐
Fire hazards	☐	☐	☒	☐	☐
Explosives	☐	☒	☐	☐	☐
Communicable diseases	☐	☐	☐	☒	☐
Physical danger or abuse	☐	☐	☒	☐	☐
Other (specify)	☐	☐	☐	☐	☐

Primary Work Location:

☒ Office Environment
☐ Warehouse
☐ Shop
☒ Vehicle
☐ Recreation Centers/Neighborhood Centers
☒ Outdoors
☒ Other - home of patients

Protective Equipment Required:

EMS PPE, Firefighting PPE, SCBA, hearing and eye protection

Job Demands

Overall Strength Demands:

Overall Strength Demands	
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
☐ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☒ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	☒	☐	☐	☐
Emergency Situations	☒	☐	☐	☐
Frequent Change of Tasks	☒	☐	☐	☐
Irregular Schedule/Overtime	☒	☐	☐	☐
Performing Multiple Tasks Simultaneously	☒	☐	☐	☐
Working Closely with Others as Part of a Team	☒	☐	☐	☐
Tedious or Exacting Work	☐	☒	☐	☐
Noisy/Distracting Environment	☒	☐	☐	☐
Other (Describe below.)	☐	☐	☐	☐

EXPECTED BEHAVIOR:

Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk – be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable – submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate ion teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees – provide positive feedback
- Be visionary – anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees

- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	_____	_____
	Signature of Employee	Date
_____	_____	_____
Job Title of Supervisor	Signature of Supervisor	Date
_____	_____	_____
Job Title of Department Director	Signature of Department Director	Date

Comments:_____

_____

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.