

Job Description
Battalion Chief
Effective Date: March 2003
Revised: May 2010

A. POSITION PURPOSE

The Battalion Chief position is an exempt administrative position. His or her primary function is the oversight of training and other assigned support areas of the District.

B. CONTROL OVER WORK

The Battalion Chief is responsible to and reports directly to the Deputy Chief.

C. RESPONSIBILITIES

Emergency Services Delivery/Operations

- Command and direct the activities of assigned fire units and emergency aid units at the scene of fires, medical aid emergencies or disasters until relieved. Also may serve in other capacities within the Incident Management System as needed.
- When assigned as part of a crew, fulfill the role of the assigned position as described in the appropriate job description.

Supervision

- Supervise and coordinate the activities of shift personnel and other District members relative to the delivery and documentation of training and other assigned functions.
- Serve as direct supervisor to the training administrative support person.
- Enforce District policies, regulations, safety, and health standards and all applicable administrative operating procedures.
- Prevent waste and damage of materials and equipment.
- Carry out periodic personnel evaluations when assigned.
- Will be included in the "chief on call" rotation.
- Recognized as the third position of the District's chain of command (after the fire chief and deputy chief).

Training

- Attend meetings, seminars, schools and/or training sessions as may be assigned to keep abreast of modern Fire Service training needs, techniques, and other job-related topics.
- Provides direction and oversight of the District's training program.
- Take an active role in officer development.
- May serve as an instructor particularly in the areas of officer level training.
- May be asked to coordinate and support administrative training deliveries for both uniformed and non-uniformed members.
- May be required to learn new computer-based applications as needed to satisfy program area requirements.

Planning

- Attends and participates in Officer's meetings on a regular basis.
- Provides recommendations for changes to operations and equipment as part of the District's short, medium, and long range planning process.
- Attends and reports on assigned responsibility areas at Commissioner Meetings on a regular basis.

Budget

- Prepares and manages budget projects as assigned.
- Provides recommendations on budget areas when appropriate.
- Shall attend and participate in budget planning workshops.

Administration

- Use tact, courtesy, diplomacy, cooperation, and otherwise maintain decorum in dealing with individuals in own department, other departments, visitors, and the public.
- Maintain discretion in handling matters of a proprietary, confidential, or personal nature.

- Serve as the District's Safety Officer.
- Serve as a member of the District's Safety Committee.
- Shall represent the District at meetings as assigned by the Chief.
- Maintain necessary records and reports within assigned area of responsibility.
- Is responsible for assignments or projects as directed by the Chief or his designee.
- Perform other duties as assigned by the Chief or his designee.
- Shall develop and maintain District Standard Operating Guidelines in the areas of safety and other areas of responsibility.

Examples of Specific Duties

Ongoing Training

- Oversee the development of quarterly training schedules.
- Oversee the development and maintenance of lesson plans, task sheets, and procedures pertaining to training.
- Develop/obtain and maintain training resources and materials.
- Research, purchase, and maintain training equipment.
- Coordinate with and facilitate delivery of training through the station captain.

Recruit Training

- Assist with recruit selection process.
- Develop EMS and Fire Academy schedules.
- Facilitate/coordinate lesson plans for Academy Classes.
- Schedule and facilitate Recruit Academy graduation.

Specialty Training

- Coordinate and facilitate academies and training for Driver/Operator, Boat Operator, Wildland Firefighter, and Firefighter II and III.
- Working with the shift captain, develop, implement, and maintain continuing education programs for specialty areas related to fire and EMS responses.
- Define and schedule classes beyond the scope of quarterly training to be taught by outside instructors. Typically, a minimum of two classes will be scheduled per year.

Officer Training

- Coordinate and facilitate continuing education for officers with the shift captain.
- Coordinate and facilitate the offering of officer preparation classes with the shift captain.

EMS Training

- Develop a team-based approach with the shift captain towards all facets of EMS training.
- Working with the captain, ensure that all EMS training, classes, and testing are scheduled and delivered.

Safety

- As the District Safety Officer, make recommendations that will improve the safety or limit the risk of injury of District members.
- In cooperation with the shifts, review the operational procedures related to fire responses and make recommendations for changes as needed.

Promotions

- Coordinate and facilitate preparation for promotions.
- Coordinate and facilitate promotional testing.
- Schedule and facilitate promotional ceremonies when necessary.

Records Management

- Ensure that required and necessary training records are accurate and in existence for all active District personnel.
- Ensure that training records are archived when members leave the organization.
- Review reports as required by procedure.
- Ensure that training status reports of individual members are available to their supervisors.
- Ensure that all NFIRs reports are reviewed for accuracy and completeness and exported timely to the office of the State Fire Marshall.

D. KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge and experience in the delivery of emergency fire, rescue, and medical services.
- Extensive knowledge and experience related to the development and delivery of instruction in fire service and EMS related fields.
- Working knowledge of the National Incident Management System as it is utilized by the District.
- Extensive knowledge and experience in personnel and administrative matters.
- The ability to work in a collaborative, team-based organizational approach.
- Working knowledge of District policies and procedures.
- Ability to lead fire fighters effectively, maintain discipline, accept lines of authority, and cooperate with other personnel.
- Ability to write clear, concise, and accurate reports.
- Ability to effectively organize and utilize work time to enhance productivity and effectiveness.

E. WORKING CONDITIONS

- The majority of work is performed during weekday hours but position will include evening and weekend activities on a regular basis and occasional emergency response from home.

- Fire and emergency responses may require exposure to hazardous conditions such as intense heat, smoke, burning debris, and falling structures.
- Must be able to carry out strenuous activity while wearing protective clothing and self contained breathing apparatus. These might include crawling, climbing stairs, climbing ladders, repositioning charged hose lines, carrying heavy equipment, moving unconscious patients, and other activities consistent with current fire fighting practices.

F. SPECIFIC QUALIFICATIONS (TO BE MET PRIOR TO APPOINTMENT AND MAINTAINED):

- Demonstrate a fitness level consistent with the working conditions described above by successfully completing the District's annual Physical Capability Test and other evaluations as required by law and/or District policy.
- Residence in the District is preferred.
- Minimum of five years career experience as an officer (with at least two at the rank of Captain or higher)
- Current on District quarterly training.
- NFPA Instructor II certification.*
- IFSAC Fire Officer II certification.*
- ICS 100, 200, 300, 400, 700, and 800 (or equivalent).
- Associate degree in fire service or related field.*
- Proficiency in Microsoft Office (Access, Excel, PowerPoint, Word, etc).
- Any combination of classes and course work that includes the following:
 - 128 hrs Admin/supervision/leadership
 - 128 hrs IMS/tactics
 - 32 hours Fire Investigation
 - 32 hours Fire Protection Systems

- 40 hours Hazardous Materials
- 32 hours Building Construction
- Incident Safety Officer (National Fire Academy curriculum)
- 24 hours Hazardous Materials Incident Command
- Washington State Emergency Medical Technician Certification
- Department of Natural Resources Fire Fighter 2 (“Red Card”)

*Internal candidates will be given additional time to fulfill these requirements after appointment for the first filling of this position.

Note: Classes that fulfill these requirements will be determined by the Training Officer and approved by the Chief.

Final Evaluation Process: An assessment center will typically be used.