

Menlo Park Fire Protection District

BATTALION CHIEF

(Safety, full-time, exempt, management, benefited position)
Class Description

Definition

Under general supervision of the Operations Division Chief, the Battalion Chief is responsible for planning, organizing, directing and evaluating the day-to-day operations and personnel assignments of the suppression division; provides supervision to shift Captains while assigned to the suppression division; and performs related work as required.

Distinguishing Characteristics

This is a multiple-position management classification found in the District. Each position is responsible for performing general administrative tasks related to the assigned program area such as budget preparation, monitoring, and report development; personnel management and mentoring, including conducting safety training, developing performance evaluations; formulation of departmental policies and new program development, attending training, and implementing training standards in specific program areas. In addition, incumbents perform a variety of tasks directly related to each of the assigned program areas, including operations, emergency medical services, training, or administrative responsibilities

Typical and Important Duties

1. Manages the day-to-day operations and personnel assignments of a fire suppression shift within the District. Day-to-day operations may include employee relations, safety, purchasing, appraisals, and other administrative duties.
2. Responsible for the comprehensive development and implementation of program objectives and program budgets.
3. Assists with development of and implementation any new programs that enhance the Fire District's organizational goals.
4. Ensures that the latest techniques are used, i.e., alarm response, fire fighting, salvage, rescue, and reporting.
5. Coordinates various programs to assure they do not conflict.
6. Directs multiple fire companies during emergency operations.
7. Implements Fire Department Disaster Operational Plans as needed.
8. Reviews and supervises programs relating to fire station needs and fire apparatus maintenance and repair.
9. Provides policy input and policy development for the Fire Chief when appropriate.
10. Manages day-to-day operations, provides leadership and direction for subordinate staff.
11. Takes leadership role in various committees, professional organizations, training exercises, courses and conferences.
12. May provide coverage during absences of other Battalion Chiefs.
13. Provides administrative assistance to the Fire Chief in the form of special projects, analytical studies, and policy input and development.

14. Stays current with changes in education, technology, rules, regulations, and laws related to the work.
15. Performs other related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Modern fire suppression methods, technology and equipment.
- Principles and practices of personnel and general management.
- Principles and practices of training.
- Acceptable report writing methods.

Ability to:

- Effectively motivate, supervise and elicit the cooperation of others.
- Render sound decisions in emergency situations.
- Effectively implement and evaluate assigned program areas, analyze program needs and related documents, making recommendations for improved methods, changes in operation, or staffing requirements.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Perform life-saving and rescue procedures.
- Operate assigned equipment and vehicles.
- Effectively deal with personal danger.
- Exercise good professional judgment and to make sound decisions in a manner consistent with the essential job functions.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Establish and maintain cooperative relationships with employees, supervisors, and the public.
- Learn and effectively apply local, state, and federal codes, laws, and regulations.
- Represent the District effectively and professionally in contacts with representatives of other agencies and the public.
- Take a proactive approach to customer service issues.
- Make/recommend process improvement changes to streamline procedures.
- Perform assignments and maintain equipment in a safe manner; understand and carry out safety policies, rules, and regulations; properly uses safety equipment.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Operating assigned equipment.
- Basic keyboarding.
- Operating a personal computer and appropriate worked-related applications, such as including word processing, calendaring, and e-mail systems, etc.

Experience and Training

Any combination of 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 increasingly responsible experience in fire operations and/or training in a recognized Fire Department, including two years of supervisory experience at the level of Fire Captain or above, served in operations or training.

Training: A bachelor's degree from an accredited college or university with major coursework in fire science, public administration, or business administration will be required as a condition of appointment. Candidates currently lacking enough college units will be given an opportunity to obtain their degree in a reasonable time period, mutually agreed upon between the Fire Chief and the candidate.

Licenses and Certificates

All licenses and certifications must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate, valid California Driver's License, which must be maintained as a condition of employment.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Ability to perform life threatening fire fighting activities in an emergency situation; run, walk, crouch or crawl during emergency operations; move and/or lift equipment and injured/deceased persons; climb stairs/ladders; perform life-saving and rescue procedures; walk, stand or sit for extended periods of time; work in an emergency fire fighting environment; work in intense life threatening conditions; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.

Work Environment: Mobility to work in a typical office setting or field environment with exposure to fire, smoke, bodily fluids, and noise; work in inclement weather conditions; exposure to fire encompassed surroundings, dangerous persons, dangerous animals, hazards of emergency driving; hazards associated with traffic control and working in and near traffic; and natural and man-made disasters.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; may work protracted and irregular hours as employees in this classification are typically assigned to a 24 hour shift schedules within a 56 hour work week schedule or in an administrative assignment at the discretion of the Fire Chief and based on the needs of the District.

Approved:

Revised Date: September 2007

Former Titles:

Abolished:

Bargaining Unit: Management

ADA Review: ,

DOT:

Physical: Class

Status: Exempt

EEOC Category:

Job Code:

Resolution #:

Resolution Date: