



## **CITY OF LEMON GROVE**

### **FIRE BATTALION CHIEF**

#### **CLASSIFICATION DESCRIPTION**

**Function:** Under administrative direction, plans, organizes and directs the activities of personnel engaged in the protection of life and property from losses due to fire, medical and other emergencies; plans and coordinates department programs such as training, fire prevention inspections, apparatus, vehicle and station maintenance and operation; communications activities and other special programs as assigned; performs related work as required.

**Class Characteristics:** This class differs from Fire Captain in that its responsibilities are department or Citywide on a platoon basis rather than multiple company responsibility at a single station. Assignments are on a shift schedule.

#### **Representative Duties:**

- Coordinates activities of a 24-hour fire suppression division during all emergency and non-emergency activities;
- responsible for division staffing and personnel assignments;
- inspects Fire Department facilities and equipment for repair, cleanliness and routine maintenance;
- responds to fire and other emergency calls;
- takes command at the scene of an emergency;
- requests assistance from other agencies as needed;
- directs proper cleanup and investigation following the suppression of a fire or other emergency.
- determines deployment and assignments to provide the fire prevention, suppression and emergency medical services and to accomplish the objectives of the department;
- reviews work results and reports, makes recommendations for improvement or commendations;
- directs reporting activities following the suppression of a fire or other emergency;
- assists in the preparation of department budget;
- trains, supervises and evaluates subordinate personnel;
- makes recommendations for disciplinary action as appropriate;
- makes written and oral presentations to the Fire Chief, to other public agencies and to community groups;

## **CITY OF LEMON GROVE**

### **Fire Battalion Chief**

- may serve as department liaison in its contacts with other City departments, other public agencies, and vendors;
- assists with planning, organizing, directing and coordinating the activities of the Fire Department;
- makes recommendations regarding staffing criteria, improving department efficiency, personnel functions and programs, facility and equipment needs, and reviews and determines training needs;
- plans, directs and participates in a departmental program for fire prevention inspections;
- prepares analytical and statistical studies, research projects and special projects as assigned.

**Contacts and Relationships:** The employee has contact with a variety of individuals representing public and private organizations; works independently in assigned area of responsibility; deals with Fire Department personnel in a supervisory capacity; and has considerable contact with the public.

**Accountability:** Employee is accountable for the efficiency of an assigned shift and quality of services under direction. Incumbents are responsible for ensuring that activities are carried out in accordance with State and local laws and ordinances. Employees must demonstrate the highest degree of ethics and credibility to both the public and Fire Department.

**Working Conditions:** Employee occasionally must engage in strenuous physical activity during fire suppression. Work may involve a high degree of concentration, especially in the consideration of technical and personnel problems and in the origination of programs to increase departmental efficiency and improvement of services.

## **QUALIFICATIONS GUIDELINES**

**Physical Condition:** Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others.

**Experience:** At least 5 years full-time, paid firefighting experience, including 3 years experience at the level of Fire Captain.

**Education:** Educational achievement equivalent to graduation from a community college with an AA/AS degree in fire science or related field, including course work in supervision and/or management. Supplemental training in construction, code enforcement, hazardous materials and related areas desirable.

## **CITY OF LEMON GROVE**

Fire Battalion Chief

### **Abilities/Skills/Knowledge:**

- Thorough knowledge of firefighting principles and the techniques used in fire suppression activities;
- thorough knowledge of City, County, State and Federal laws and regulations pertaining to fire suppression and prevention;
- thorough knowledge of the operation and maintenance of firefighting and rescue equipment;
- ability to supervise the rendering of emergency medical services;
- familiarity with procedures and training related to an emergency medical services program;
- ability to demonstrate knowledge of City streets, alleys, commercial and industrial locations;
- thorough knowledge of City and Fire Department policies and procedures;
- ability to take effective courses of action in emergency situations;
- ability to analyze and evaluate problems of fire administration and management and to adopt an effective course of action to solve such problems;
- ability to plan, organize and direct the operations of fire companies;
- ability to plan, organize and direct training programs and evaluate their effectiveness;
- ability to establish and maintain effective working relationships with subordinate supervisors, other City employees, other public agencies and the general public;
- ability to assist in preparation of the Fire Department budget;
- demonstrated skill in managing emergency situations;
- ability to communicate effectively both orally and in writing.

**Special Requirements:** Possession of or ability to obtain certification as a Strike Team Leader within twelve months of appointment. Possession of or ability to obtain, prior to employment, a valid Class C California driver's license with a safe driving record.