

PINETOP FIRE DISTRICT

JOB DESCRIPTION

POSITION TITLE: *Battalion Chief*
TYPE: Promotional Appointment
REPORTS TO: *Assistant Fire Chief*
FLSA STATUS: *Non-Exempt*
CLASSIFICATION: Sworn – Safety Sensitive Position
WORK SCHEDULE: Full-Time (Typically a 56-hour shift schedule, but subject to administrative assignment on a 40-hour work week)

GENERAL SUMMARY:

Under the direction of the Assistant Fire Chief, organizes, controls and directs the activities of the operations division and/or performs administrative/program management. Employees of this class perform highly responsible and professional administrative, supervisory, and technical work associated with planning, budgeting, coordinating, and directing line operations, station activity, training, fleet, facilities, logistics, and/or administrative functions. As assigned, is responsible for the proper and efficient management of personnel, stations, apparatus, equipment, and other Fire District resources to minimize fire loss and life in the community through aggressive fire prevention, training, education, emergency medical services, and emergency operations and response. Work is performed in accordance with district regulations and protocol but requires the use of considerable independent judgment and the ability to think quickly and make sound decisions in emergencies. The position may work on a 40-hour administrative work schedule with rotation of duty call on nights/weekends, or on a 56-hour shift schedule.

SUPERVISION EXERCISED:

Provides direct and indirect supervision of individuals within assigned areas. Carries out supervisory responsibilities in accordance with the Pinetop Fire District policies and applicable laws. Supervisory responsibilities include participating in interviewing and hiring, training employees, planning, assigning, and directing work; appraising performance; rewarding and coaching employees; addressing complaints and resolving problems.

ESSENTIAL DUTIES & RESPONSIBILITIES: *Essential functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.*

- Serves as senior operational, logistical, or administrative officer and as a member of the executive management team.
- Participates with the executive management team in strategic and tactical planning to ensure the most efficient development and utilization of District resources.
- Serves as duty chief as assigned.
- As directed in the absence of the Fire Chief or Assistant Chief, assumes responsibility for District-wide activities and personnel.
- Respond to emergency incidents as needed and assume appropriate command using established incident command procedures (NIMS).
- Responsible for ensuring all District program policies and procedures are followed and program objectives are met.
- Monitors District activities and personnel to ensure conduct and performance adhere to PFD standards, policies, and procedures.
- Assists the Fire Chief and Assistant Fire Chief in developing and administering the budget for assigned areas of responsibility.
- Responsible for the safety of assigned personnel.
- Maintains all required records and reports in a correct and timely manner.

PINETOP FIRE DISTRICT

JOB DESCRIPTION

- Participates in developing and implementing policies and procedures to assure performance standards and quality assurance.
- Operates fire apparatus and equipment as required.
- Attends meetings and community events as a representative of the District as assigned.
- Provides support to the Fire District administrative staff.
- Analyzes information, data, and reports on District activities to determine fleet readiness, facility status, and resource availability; evaluates existing programs relating to meeting District goals.
- Monitors equipment, apparatus, facilities, and supplies to ensure compliance with safety standards and operational procedures and proper care and attention are given to District property; identifies needs for purchasing in these areas within the budgetary parameters.
- Recommends changes to improve operations and effects changes within the limits of delegated authority.
- Studies new developments in firefighting and emergency medical equipment, doctrine, and techniques to evaluate their local application.
- Oversee the maintenance of departmental administrative, inspection, training, and safety records.
- Performs special projects, studies, research, and operations as directed.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, seamless customer service.
- Conducts post-incident analysis for designated events and identifies opportunities for operational improvement.
- Investigate customer complaints about service delivery.
- Maintains competency in current operational procedures and keeps abreast of modern fire service management trends.
- Provides excellent customer service to both internal and external customers.
- Maintains regular attendance and punctuality.
- May be required to work early mornings, evenings, or weekends as needed.
- Performs related duties as required.

OPERATIONS:

- Serves as a shift commander.
- Organizes, controls, directs, and coordinates the day-to-day operations of an assigned shift for the District.
- Assures assigned shift personnel are adequately trained and prepared for fire and medical emergencies.
- Schedules time off, grants leave of absence, and completes daily attendance reports.
- Responsible for recalling off-duty personnel due to staffing shortages caused by personnel leave or district emergencies.
- Recommends and implements improved policies and procedures as necessary.
- Communicates and interprets policy for personnel on assigned shift; participates in planning sessions for the department.
- Provide input to the district budget as requested.
- Communicates and maintains the district's policies and procedures with fire suppression personnel.
- Reviews all fire suppression reports for completeness and accuracy to reduce department liability and improve information management.
- Reviews for action (training/discipline) emergency scene tactics, strategy, and employee performance.
- Serves as Incident Command on emergency incidents, implementing appropriate strategic decision-making and assuring the proper application of strategy and tactics.
- Oversees station and apparatus maintenance and testing of equipment on assigned shift.

PINETOP FIRE DISTRICT

JOB DESCRIPTION

- Attends continuing education courses and advanced training as required.
- Performs special projects and participates in department committees and task forces as assigned.

PERIPHERAL DUTIES:

- Prepares and maintains performance evaluations, personnel records, and training information on assigned staff.
- Provides proper discipline of personnel as required.
- Corrects all unsafe actions noted during Fire District operations and activities.
- Assists in the development of Standard Operating Procedures for fire department operations.
- Actively researches and applies for grant funding to assist the department in meeting goals.
- Conducts post-incident analysis for established emergency incidents and near-miss reports.
- This position may be subject to emergency recall during non-working hours.
- Develops and coordinates community-based programs as directed.
- Attends continuing education classes as required.
- Participates in staff meetings and assignments.
- Coordinates field activities with other public safety agencies as assigned.
- Participates in fire prevention activities as assigned.
- Performs fire investigations, fire inspections, and special projects as assigned.
- Participates in public events and activities as assigned.
- Assists in the recruitment and promotional testing processes of fire operations personnel.
- Performs other related work as required.

WORK CONTACTS:

- Considerable contact with media, civic groups, regulatory agencies, and the general public.
- Occasional contact with other city departments to coordinate activities.
- Considerable contact with agencies, hospitals, and pre-hospital care providers in coordinating emergency medical services, community events, and compliance and safety activities.
- Contacts are significant and may require extreme tact and discretion in the performance of accomplishing department goals, programs, and policies.

MINIMUM QUALIFICATIONS:

- Minimum of ten (10) years of full-time fire/emergency medical experience, including at least three (3) years as a full-time Captain or higher.
- Bachelor's Degree in Fire Science, Business or Public Administration, or related field through an accredited college or university.
- Successful completion of the Battalion Chief Position Qualification Workbook or the ability to complete within 6 months of appointment.
- Nationally Registered or Arizona State Certification at a minimum of EMCT Basic Level; Certified Paramedic preferred.
- Certified Arizona State Firefighter I & II or IFSAC Firefighter I & II or coursework showing educational requirements meeting the current version of NFPA 1001.
- Possession of a valid Arizona Driver's License.
- Ability to meet the insurability requirements of the District's insurance carrier.
- Ability to meet PFD physical standards.
- Ability to obtain a Red Card as FFT2 or higher

DESIRED QUALIFICATIONS:

- Master's degree
- Fire service management graduate work in or comparable to the Executive Fire Officer Program at the National Fire Academy.

PINETOP FIRE DISTRICT JOB DESCRIPTION

- Managing Fire Officer Designation.
- Fire Officer II.
- Instructor II.
- Health and Safety Officer.
- Incident Safety Officer.
- Blue Card certification.

All Emergency Service Employees shall maintain their principal residence within the state boundaries of Arizona.

NECESSARY KNOWLEDGE, SKILLS, and ABILITIES:

Thorough knowledge of current firefighting and EMS, including HIPAA principles and practices; thorough knowledge of the operation and maintenance of EMS and firefighting equipment, apparatus, and tools; considerable knowledge in the field of hazardous materials; considerable knowledge of applicable codes, ordinances, rules and regulations and training and safety standards; considerable knowledge in the principles of emergency scene management; knowledge of the geography of the District, locations of water mains and fire hydrants and major fire hazards located within the District boundaries; knowledge of training techniques and methods; knowledge of functional responsibilities and operations of other district/departments and outside agencies; principles of administration and personnel management including human relations, supervision and training..

Ability to plan, organize, direct public events, activities and training; ability to work cooperatively with associates; ability to perform a broad range of supervisory responsibilities under conditions of severe emotional stress; ability to instruct and supervise fire personnel effectively and maintain discipline and command the respect of subordinates; ability to recognize and correct unsafe actions; ability to budget, maintain required records, and prepare reports and other paperwork; ability to develop public education programs; ability to communicate effectively and utilize technical writing when needed; ability to manage radio communications procedures and equipment; ability to objectively investigate accidents; possesses basic computer skills and appropriate word processing knowledge; ability to meet physical requirements of the job as established by competent medical authority.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physically mobile with reasonable accommodations.
- Participate in physical fitness programs and comply with Fire District fit-for-duty policy requirements.
- Frequently lift or move 50 pounds and occasionally lift and/or move up to 175 pounds for up to 100 feet.
- Working in temperatures exceeding 120 F and below 32 F.
- Working in the presence of pollen, dust, poisonous creatures, and plants.
- Working at heights up to 100' as needed.
- Able to bend, reach, kneel, twist and grip items while working at various hazardous locations.
- Manual dexterity and coordination to operate office equipment, including computers, fax, and copy machines.
- Respond to visual and aural cues.
- Able to read, write, speak, and understand the English language.
- Operate in mentally and physically stressful situations.
- Ability to remain calm and cooperative in difficult or emergency situations.

**PINETOP FIRE DISTRICT
JOB DESCRIPTION**

EXPECTED BEHAVIOR

Manager/Supervisor – Expected Behavior

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

- High ethical standards
- Train, develop, nurture, and mentor all personnel.
- Encourage teamwork and participation by all personnel.
- Lead by example.
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers
- Be responsible and accept accountability for personal actions

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

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

I HAVE REVIEWED AND UNDERSTAND THE DUTIES, RESPONSIBILITIES AND REQUIREMENTS OF MY JOB DESCRIPTION

Employee Name (Printed)

Employee Signature

Date