



JOB DESCRIPTION

POSITION: Battalion Chief
CLASSIFICATION: Public Safety
POSITION RANGE: #50
REPORTS TO: Deputy Chief / Senior Staff
FLSA STATUS: Exempt

General Statement of Duties

Under general direction of the Deputy Chief, supervises all firefighting companies assigned to one of the AJFD's three platoons. Provides management and leadership for all fire captains and subordinate shift personnel in suppression of fires, technical rescue services, emergency medical services, fire prevention, public education activities and hazard mitigation. Supervises maintenance of fire stations, equipment, apparatus and related work as required; coordinates the effective and efficient use of emergency services resources to carry out the mission of the AJFD; acts as the Fire Chief's representative in matters related to policy and procedure for the assigned work platoon. Battalion Chiefs are required to work 24 hour shifts and 56 hour work weeks, however, incumbents may be assigned to work 40 hour work weeks.

Essential Functions

Command fire, rescue and medical operations for assigned work platoon; coordinates and/or conducts daily training activities; interprets administrative policy to subordinate personnel; suggests needed policy; schedules subordinate officer meetings as directed or needed; handles personnel problems and discipline as necessary, requested and/or required. Assists Fire Marshal with coordination and supervision of fire prevention and inspection activities. Provides input to department policy, planning and objectives. Facilitates communication processes with peers, subordinates, citizens and outside agencies to assure organizational effectiveness and responsiveness. Plans, evaluates, assigns, and coordinates multiple tasks and projects. Evaluates the work performance of fire captains and subordinate shift personnel. Acts as the shifts senior officer and represents the AJFD's management to assigned work platoon. Responsible for all operational and administrative matters for assigned work platoon. May be assigned additional duties and responsibilities at the discretion of the deputy chief to ensure the AJFD's mission, policies and operation objectives are met.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Knowledge, skills, and abilities for the position of Fire Captain.
- Considerable knowledge of fire behavior, and the principles, practices and procedures of modern firefighting and fire prevention including rescue and emergency medical services work.
- Considerable knowledge of fire prevention codes, standards and inspection techniques.
- Considerable knowledge of the geography of the AJFD.
- Considerable knowledge of polices and procedures of the AJFD.
- Ability to effectively function as a middle-manager and supervise the activities of fire captains and other subordinate personnel.
- Ability to quickly analyze complex emergency situations, and take appropriate actions.
- Ability to command and control emergency operations involving multiple personnel, multiple fire companies and multiple outside agencies.
- Advanced training and ability to recognize and handle hazardous material emergencies.

Required Training and Experience

- Must currently hold rank of Fire Captain, minimum (2) years experience **AND**;
- Must have a minimum of an associate's degree in applicable field, and/or the required knowledge, skills and abilities to successfully perform the duties as required by the job description.

Additional Qualifications

- Demonstrated ability building teams, coalition building, and administering customer relations programs both interior and exterior to the organization.
- Provide the leadership required for organizational effectiveness and success.
- Initiate and exercise a positive role in consideration of the AJFD's mission both interior and exterior to the organization.
- Performance of other essential functions dependent upon work location, assignment, and/or shift.

This job specification should not be construed to imply that these requirements are the exclusive standards for the assignment. Incumbents will follow any other instructions, and perform any other related duties as may be required by managerial personnel.

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