



Job Description

Fire Battalion Chief

Pay Grade: F09

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum seven (7) years progressively responsible experience in fire department operations.

Minimum Education Requirements: High School diploma or G.E.D. supplemented by Fire Academy training.

Department: Fire.

Direct Supervisor: Fire Chief.

Supervisory Responsibility: Direct (30); Indirect (x)

Primary Work Location: Office setting and outdoors within City jurisdiction.

Certification: Valid State of Florida driver's license. CPR certification and EMT license.

Job Summary: Assist the Fire Division Chief with overseeing the activities of a division within the Fire Department, including fire suppression and emergency response.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Serves as the Emergency Response Supervisor; respond to calls for fires and other emergency situations.
- Serve as Incident Commander for large or serious emergencies; evaluate conditions at scene and call for additional assistance as needed. Coordinate fire investigation activities.
- Develop and supervise staff by setting goals, providing regular feedback, documenting performance and conducting annual performance appraisals.
- Coordinate personnel assignments including daily roster of employee locations and responsibilities, constant staffing, approving leave forms, and vacation list.
- Provide personnel direction regarding scheduling and timekeeping.
- Review and evaluate emergency operations to determine effectiveness and efficiency of services. Coordinate activities during an emergency under the direction of the City Manager.
- Oversee training of personnel.
- Handle administrative tasks including maintenance records and supplies logistics.
- Assign tasks to subordinate supervisors.
- Maintain records and prepare reports on equipment, fires, accidents, injuries, and training.
- Schedule regular and emergency repair of vehicles and equipment; assure preventative maintenance has been conducted.
- Perform other job duties as assigned.



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Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Fire suppression and first responder methods, practices, techniques.
- Fire and emergency response equipment operation and maintenance.
- Safety standards and precautions pertaining to the use and operation of fire equipment and fire suppression and first responder activities.
- Fire codes and regulations.
- City streets and locations.
- Effective supervisory practices and techniques.
- City's functions, policies, and procedures.

Skills

- Strong interpersonal skills in order to interact with other City employees, public safety agencies, and the general public.
- Strong written and oral communications.
- Public relations and customer service.
- Operations and maintenance of various types of apparatus and equipment used in firefighting activities.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Ability to plan, assign, and evaluate the work of subordinates.
- Must meet physical standards commensurate with other Chief Officers.
- Work with a high degree of independent judgment while working under pressure.
- Interact successfully in a team-oriented organization.
- Train, schedule, supervise, and evaluate personnel.
- Prepare oral and written reports.
- Occasionally assumes risks inherent in fire service.
- Work calmly in some stressful situations.
- Varying, inclement outdoor weather conditions and in extreme heat and cold non-weather conditions.
- Exposure to mechanical and other hazardous fluids, fumes, and airborne particles.
- Work in high, dangerous places and near mechanical moving parts.
- Exposure to loud or very loud noise.
- Work in hazardous traffic conditions.

Physical Demands

The work is heavy work which requires exerting up 100 pounds of force occasionally, and/or up to 20 pounds of force to move objects. The following physical abilities are required:



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- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.



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- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
 - Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date