

CITY OF REDWOOD CITY BATTALION CHIEF

DEFINITION

To perform responsible supervisory, technical and administrative work in commanding and supervising fire suppression activities on an assigned 24-hour shift; to provide and coordinate fire service training; and to provide highly responsible and technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Fire Chief and the Administrative Battalion Chief/Fire Marshall.

Responsibilities include the direct supervision of Fire Captain positions; assignments may also require indirect supervision of other Fire Department personnel.

EXAMPLES OF DUTIES

Assist in the development and implementation of goals, objectives, policies and priorities for fire suppression.

While working as a shift commander, direct and supervise forces in the suppression of fires and in the control of incidents involving hazardous chemicals and other materials as required; ascertain the need for and type of additional equipment necessary to handle the emergency; make technical decisions as to the best methods of extinguishing fires after observing the fire and receiving reports from company officers.

Conduct inspections of personnel and determine the general condition of equipment, apparatus and fire stations.

Assist in coordinating the department's fire inspection program.

Assist in the investigation of fires to determine cause and origin.

Assist in the preparation of the department budget.

Assist in coordinating public fire safety training programs.

Prepare and maintain a variety of records and reports including personnel records.

Represent the City in the community and at professional meetings as required.

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BATTALION CHIEF (*Continued*)

Assist in coordinating Fire Department activities with other City departments and divisions, and with outside agencies.

Supervise, train and evaluate assigned staff.

Develop, maintain and implement comprehensive fire and emergency training programs for entry level fire personnel.

Plan, coordinate and implement in-service training courses, seminars and procedures as required.

Prepare and present classroom and practical training sessions on modern fire suppression and prevention techniques and methods.

Identify fire training needs, and recommend how needs can be met by the department.

Develop and maintain appropriate records, training evaluation instruments and related data.

Develop and maintain the Department's hose inventory records.

Supervise the acquisition, testing and maintenance of fire hose.

Assist in coordinating the development of specifications and acquisition of specialized firefighting support equipment.

Prepare, obtain and maintain current training aids such as books, films, pamphlets, manuals, studies, reports and other course materials.

Perform training and testing research and contact other fire agencies in the development of training programs.

Supervise the annual testing of fire apparatus.

Develop and recommend training budget for the Fire Department.

Perform related duties as assigned.

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QUALIFICATIONS

Knowledge of:

Modern methods of fire service administration.

Principles and practices of organization, administration, budget, and personnel management and training.

Modern firefighting and rescue principles, practices, techniques and procedures, including the operation and maintenance requirements of the various types of fire apparatus and equipment.

Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.

Fire prevention principles, practices, and procedures.

Federal, state, and local laws and regulations pertaining to fire suppression, prevention, and personnel training.

Fire training principles, methods and practices.

Technical fire suppression and prevention methods and skills.

Modern lifesaving procedures and techniques, including advanced first aid and CPR.

Use of training aids and training evaluation methods.

Ability to:

Make effective use of personnel, equipment and apparatus in emergency situations.

Instruct effectively, maintain discipline, stimulate interest and command respect of subordinates.

Conduct a thorough fact-finding investigation and enforce regulations firmly, tactfully and impartially.

Communicate clearly and concisely, orally and in writing.

Develop and maintain a comprehensive fire suppression and fire prevention training program.

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BATTALION CHIEF (*Continued*)

Instruct and lead fire training sessions and courses.

Plan, coordinate and organize training activities and develop procedures for departmental improvement through the distribution of information.

Communicate effectively with others, both orally and in writing.

Prepare and recommend training budget.

Identify and assess training needs and determine how needs can best be met.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Supervise and evaluate subordinates.

Meet appropriate physical demands necessary for adequate job performance.

Experience and Training Guidelines:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible municipal fire suppression experience including significant command experience at the Fire Captain level.

Training:

Equivalent to an Associate of Arts degree from an accredited college with major work in fire science or fire administration.

License or Certificate:

Possession of a valid California Driver's license.

Effective Date: November, 1984

Bargaining Group: Redwood City Management Employees' Association