

# City of San Rafael Job Class Specification

## Job Title: Fire Battalion Chief

### SUMMARY

Under general direction, this Fire mid-management safety position plans, organizes and directs operations, training and maintenance of fire companies and medic units on an assigned platoon, or assists in the management of administrative functions within the Fire Department. The position also performs related work as assigned by the Fire Chief.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Commands multiple fire companies and medical units. Responds to structural fires, brush fires, EMS, Hazardous Materials and other emergency incidents. Directs emergency activities of groups of fire companies at the scene of fires or other emergencies including contract areas.
- Directs and coordinates proper use of emergency resources and takes other necessary steps to bring the fire or emergency situation under control.
- Assures a proper state of readiness by scheduling and supervising drills and other training exercises; inspecting fire stations; apparatus and equipment; and by establishing and maintaining a high state of discipline, conduct and morale which will insure acceptable emergency performance.
- Responsible for assisting with the development of training programs and promotional development.
- Conducts training sessions at fire stations, within the greater San Rafael area and at the Training Classroom. Training sessions may be delegated to qualified subordinates.
- Maintains rules, regulations, and department policies so that they are properly observed and followed.
- Coordinates fire company personnel and program activity to successfully meet the organization's objectives.
- Reviews and evaluates subordinate employee job performance.
- Participates in the development and implementation of department policies and programs.
- Prepares reports involving the management of the fire department for review by the Fire Chief.
- Assists with general responsibility for fire prevention and pre-plan activities, vegetation and environmental management, arson investigation, public education, apparatus and facilities.
- Maintains a daily log while on-duty and completes incident reports as assigned.
- Performs general administrative support functions and manages specific programs as assigned.
- May serve as liaison or representative of the department with other City departments, outside agencies, groups, businesses and private citizens.
- May serve as Acting Fire Chief in the absence of the Fire Chief.
- Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient manner.
- May serve in an administrative assignment (37.5 hour) as assigned by the Fire Chief. The length of the assignment shall be based on mutual agreement between the employee and the Fire Chief.
- Performs other related duties as assigned.

### KNOWLEDGE OF:

- Firefighting, Rescue, EMS and Hazardous Materials operational methods and equipment.
- Fire Department policies, rules, regulations and responsibilities.
- Principles and methods of training and safety.
- City geography, water system and major hazards.
- Principles and practices of management and supervision
- State of California Master Mutual Aid System and operational agreements within Marin County.
- State, County and City fire codes and laws.
- City policies and procedures, labor relation laws and requirements.
- Human resource management.

### SKILL/ABILITY TO:

- Function as an All Risk Incident Commander.
- Lead others and accept direction as required.
- Review and evaluate employees' job performance.
- Plan and manage schedules.
- Effectively supervise subordinates and foster a teamwork environment.

- Read, write and comprehend directions as well as communicate effectively orally and in writing in English.
- Resolve interpersonal conflicts and establish and maintain effective working relationships.
- Assess potentially dangerous situations or people and respond quickly and effectively to take charge during emergencies.
- Provide clear work instruction.
- Create a well-functioning and efficient work team.
- Research and analyze data.
- Organize, assign and schedule workload among employees.
- Interpret and apply laws, rules, regulations and codes.
- Formulate and administer effective programs in Fire operations, training, prevention, education, emergency medical services, administration and emergency management/disaster preparedness.
- Initiate a Strike Team Leader Task book.

**OTHER CHARACTERISTICS**

- Initiates personnel actions.
- Willingness to work overtime as needed.
- Willingness to assume responsibility for maintaining a safe working environment.

**EDUCATION and/or EXPERIENCE:**

Candidates for the position of Battalion Chief will require the following combination of education from an accredited school and experience that demonstrate the requisite skill, knowledge, and abilities.

- Graduation from high school and an Associate’s Degree is required prior to application for position.
- Completion of a Bachelor’s Degree is highly desired.
- Completion of State Board of Fire Services Fire Officer Certification is required.

In addition to the educational requirements described above and those contained in the Fire Department’s Career Development Guide, candidates for this position must have completed six (6) years of fire service experience. Three (3) of the six (6) years must be as a line (operations) Fire Captain position.

**Licenses/Certificates:**

Must possess a valid California Motor Vehicle Operators License

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outdoor weather conditions and frequently works evenings or weekends and inside environmental conditions. The employee is occasionally exposed to video display and occasionally works with use of their personal vehicle. The noise level in the work environment is usually moderate.

Department: Fire  
 FLSA Status: Exempt  
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 Bargaining Unit: San Rafael Fire Chief Officers’ Association