

# **BATTALION CHIEF**

## GENERAL STATEMENT OF DUTIES

The Battalion Chief manages the daily operations of the Fire Department, functions as Incident Manager at emergency scenes, supervises Fire Station Captains, performs administrative assignments and other duties as required.

## DISTINGUISHING FEATURES OF THE POSITION

The Battalion Chief is a mid-level management position, reporting to the Assistant Chief of Operations. The Battalion Chief is responsible for managing the daily operations of the emergency response crews. This includes: personnel scheduling and assignments to assure adequate crews; scheduling, directing or coordinating daily activities; resolving daily operational issues; and responding to emergency alarms as a scene manager.

The Battalion Chief supervises Station Captains, as well as both full-time and part-time firefighters, and as such is responsible for issuing orders and directives, monitoring activities, evaluating performance and initiating rewards or disciplinary action. The position's duties require the Battalion Chief to effectively interact with other Fire Department personnel, City staff and officials and persons from outside agencies.

In the absence of the Chief and the Assistant Chiefs, the Battalion Chief becomes the highest ranking on-duty officer and assumes responsibility for the entire department.

## EXAMPLES OF WORK PERFORMED (Not Inclusive)

Responsible for the coordination and supervision of Department operations on a daily basis to maximize effective operations.

Responsible for scheduling and coordinating personnel assigned to apparatus crews in order to maintain proper staffing levels.

Oversees and manages apparatus maintenance and replacement.

Manages department programs or projects as assigned.

Responds to direct emergency operations alarms as the Operational Incident Commander. May function as a Sector, Division, Group or Branch officer if assigned. Functions in other capacities as assigned.

Responsible for Coordination of daily maintenance of the Department's apparatus, equipment and facilities.

Participates in, observes and evaluates company training activities.

Observes and evaluates company and company officer performance. Responsible for the inspection of personnel equipment and station facilities. Assures that all personnel and equipment are in a state of readiness.

Responsible for ensuring that Department personnel comply with safety policies and procedures.

Attends mandatory staff meetings.

Responsible for coordinating the processing of injury and Workers Compensation reports and forms; investigating injuries or accidents occurring during the duty shift.

Responsible for developing and overseeing annual budgets for major projects.

Responsible for enforcing departmental rules, regulations, general orders, policies and procedures. Maintains discipline and award systems and disciplines subordinate personnel.

Responsible for investigation of complaints, and responsible for initiating proper action.

Assists in a variety of administrative activities such as the preparation of reports, manuals and operational procedures.

Conducts basic (non-technical) fire investigations and fire prevention inspections in the absence of other qualified personnel.

Regular and predictable attendance required.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of emergency scene tactics and strategy including; management skills in fire ground factors, building construction, tactical priorities, rescue operations, fire control considerations, property conservation, emergency scene safety, hazardous materials, major medical and rescue operations.

Knowledge for the operation and capability of the resources provided by the Kettering Fire Department.

Comprehensive knowledge of all City of Kettering and Kettering Fire Department rules, regulations, policies and procedures and of the standards, laws and ordinances pertaining to the fire service.

Knowledge of the principles and practices of modern fire administration.

Good knowledge of the geography of the City, location and size of water mains, fire hydrants and major fire hazards.

Ability to plan, lead or assign and coordinate major Fire Department programs or projects

Ability to analyze and react to emergency situations quickly and calmly to adopt effective courses of action, giving due regard to the hazards and circumstances.

Ability to supervise the assignment of proper staffing levels to ensure the daily safe and proper operations of the department.

Ability to command subordinates, as well as the ability to establish and maintain effective working relationships with subordinates, City staff and officials and the general public.

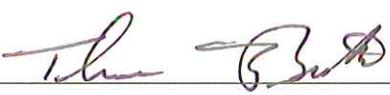
Ability to speak and write effectively.

The Battalion Chief will have the ability to research and comprehend information pertaining to global, national, state and local emergency services issues and trends that may assist the Kettering Fire Department with future operations.

The position requires good health and physical condition. Battalion Chiefs are expected to maintain the physical capabilities to perform interior-structural fire officer duties.

REQUIRED EXPERIENCE AND TRAINING

A minimum of four (4) years of experience in firefighting and other emergency operations with at least one (1) year of experience at the level of Kettering Fire Captain. Required training for the position includes the completion of approved local, state or national programs in basic tactics and strategy and incident management. It is expected that the Battalion Chiefs will maintain their knowledge of current practices, procedures, and equipment through continuing education at seminars, conferences, fire schools, the State Fire Academy and the National Fire Academy.

Approved: 

Date: 9-30-2020