

CITY OF GLENDALE

TITLE: Fire Battalion Chief **CLASS CODE:** 695 (52 Hrs)
696 (40 Hrs)

REPORTS TO: Fire Chief, Assistant Fire Chief **GRADE:** 34
Or Deputy Fire Chief

DEPARTMENT: Fire **FLSA:** E

JOB SPECIFICATION DATE: April 21, 2008 mc

JOB SUMMARY

Performs a variety of administrative and managerial duties for the Fire Department. May supervise and serve as shift commander in directing the response and activities of multiple fire companies. Administers all functions of a specific division or functional area of the Fire Department, such as Emergency Medical Services, personnel management, special events, budget, training, or coordinating the Hazardous Materials Response Team.

ESSENTIAL FUNCTIONS

1. May serve as a Shift Commander, managing, directing and organizing the responses, readiness, and activities of an assigned 24 hour shift, or a division or functional area of the Fire Department.
2. Coordinates manpower and technical resources to provide 24-hour fire suppression and emergency medical services; making life and safety decisions.
3. Interprets and applies departmental policies and procedures; monitors staff compliance.
4. Responds to major fire and medical emergencies as part of the command team; takes command of personnel and equipment.
5. Plans, coordinates, supervises and evaluates the activities and staff within a divisional area of the Fire Department.
6. Reviews reports, recommendations, and any other records related to fire suppression, training, or other divisional activities; prepares summaries and reports for Fire Administration.
7. May coordinate the activities of the hazardous materials division; training and supervising the response team; administering the budget; purchasing equipment; providing technical support to department; maintaining all required incident and certification records.
8. Coordinates and monitors emergency medical services activities and the staff providing these services; monitors all related contracts; provides liaison activities to outside medical providers; monitors paramedic and EMT training and continuing education; monitors staff exposures; maintains all state and federal certification and compliance records related to emergency medical services.
9. Develops and tracks department, or functional area budget; approves and monitors expenditures.
10. Works with human resources on departmental recruitment and selection, compensation, and other personnel management issues.
11. May serve as a special events commander or support officer, managing, directing and organizing the responses, readiness, and activities of assigned Fire Department Personnel.
12. Coordinates with other cities and agencies to assure uniformity and efficiency during significant mutual aid emergencies and operations.
13. Participates in establishing department goals, objectives, policies and procedures.
14. Participates in the forecasting of additional funds required for staffing, equipment, materials and supplies.
15. Coordinates, supervises, and assists in training activities with other Fire, Police and City departments to ensure uniformity and efficiency during emergencies.

16. Performs research, analyzes findings, and uses a personal computer to prepare recommendations, presentations, and reports for the department.
17. Plans, directs, monitors, and evaluates the training and development of subordinate personnel.
18. Investigates and resolves sensitive or complex citizen complaints.
19. May serve as Public Information Officer for the department.
20. Communicates the status of significant events for the City and department.
21. Represents the City and Fire Department on state and local boards, committees, meetings and conferences.
22. Makes public appearances and speaks on fire safety and fire awareness.

SECONDARY FUNCTIONS

23. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Fire command and municipal Fire Department administration
- Principles, practices and procedures of modern fire fighting
- Purpose, operation and maintenance of all firefighting vehicles, equipment and apparatus
- Effective management, supervisory, and employee training techniques
- Department policies, rules, and instructions for firefighting and rescue activities
- Geographical layout of the City of Glendale and automatic response areas
- Computerized data entry and retrieval systems
- Budgetary planning, development, and monitoring practices
- Hazardous materials regulations and procedures
- Federal and state regulations and standards for the delivery of Emergency Medical Services

Ability to:

- Plan, assign, coordinate, and manage the activities of a division or functional area
- Supervise, train, and develop employees effectively
- Assume command level responsibilities, make life and safety decisions
- Analyze emergency situations quickly and correctly; take effective courses of action
- Act independently and make judgments regarding safety of life issues
- Plan, develop, and/or evaluate instructional curriculums
- Establish and maintain effective working relationships with City staff and the general public
- Perform research, analyze findings, and prepare administrative and technical reports
- Communicate effectively verbally and in writing

WORKING CONDITIONS

Office setting, but responds to, and takes command of emergency situations.

MINIMUM REQUIREMENTS

Bachelor's degree and eight years of full time/regular status fire fighter or higher sworn experience, including two years as a fire captain is required.

Any equivalent combination of experience and training that provides the required knowledge, skills and abilities is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona Driver's License

Must possess an Emergency Medical Technician Certification within one year from date of hire

Some positions work an average shift of 52 hours per week (24 hours on/48 hours off) or may be assigned to a 40 hour position.